

## **POLICY ON MAILBOXES WITHIN COUNTY ROAD RIGHT OF WAYS**

This policy of the Board of County of Commissioners is for the placement of mailboxes upon or near county roads. This policy is necessary due to safety concerns of the traveling public, snow plowing and road maintenance.

1. Mailboxes shall not be placed in the county road right-of-way, easement or dedication that are usually 66 feet wide without written permission of the County Road and Bridge Superintendent. Any structure placed within the county road right of way is done so at the owner's risk. Owner is liable for any damage caused to County equipment or the vehicles of the traveling public due to striking the structure.
2. Applications from the County are available at the Road and Bridge Office or website.
3. The review and approval for all mailbox designs and placements are done through the Road and Bridge office, when a completed application is received. Once an application is received, the Road and Bridge Office will review the application within thirty (30) days.
4. All mailboxes along county roads shall be setback a minimum of 12 feet from shoulder of road. Wood posts shall be no larger than 4"x4" with two (2) 1 ½ inch holes drilled completely through at ground level. Any steel post to be used shall be a thin wall perforated tubing or have a designed breakaway or hinge point at ground level. The ideal post shall fall over, bend or break away if struck by a vehicle. Drill stem, iron pipe and other posts shall not be allowed. A mailbox assembly shall not be constructed in such a way that it interferes with any aspect of road maintenance, or in a manner which clearly presents an unacceptable risk to the traveling public. All mailboxes placed within a public right of way are installed at the owner's risk; therefore Crook County is not liable for any damage or repairs to the mailbox structure.
5. Residents of subdivisions shall not have mailboxes within county road Right of Way. The mailboxes shall be placed on the subdivision road in an approved turnout paid for and constructed by the subdivision permit applicant or developer. Existing subdivisions should do the same.
6. The Road and Bridge Department will work with the United States Postal Service and any residents on any county road to consolidate mailboxes into one central location, by constructing a turnout at the beginning of the road or near intersecting roads.
7. Contact your local Postmaster for information about the benefits and costs of centralized delivery equipment and for any regulations regarding height and size of mailbox assembly.

Kelly B Dennis  
Kelly B. Dennis, Chairman 1-7-15

Jeanne A. Whalen  
Jeanne A. Whalen, Vice-Chairman 1-7-15

Steve J. Stahla  
Steve J. Stahla, Member 1-7-15

Attested: Linda Fritz  
Linda Fritz, County Clerk 1-7-15

