

Mailbox Standards and Replacement Policy – Town of Troy

These standards are based upon Wisconsin Transportation Bulletin No. 14 (https://ltpa.engr.wisc.edu/wp-content/uploads/2019/12/Bltn_014_Mailbox_Safety.pdf).

Purpose.

Since it is in the public interest to promote effective and efficient postal service, the Town does not discourage the practice of allowing its citizens to locate a mailbox within the Town road right-of-way in front of private residences by constructing and retaining mail receptacles without obtaining permits. Such placement does occasionally result in inadvertent damage to such privately owned property by Town crews in undertaking snow removal or other public services.

While the Town may take the position that any damage to such mail receptacle is not the responsibility of the Town, the Town believes that notions of fairness and equity compel the Town to accept reasonable responsibility for damages caused by Town crews in providing services.

The Town therefore sets reasonable limits to its responsibilities regarding damage to mail receptacles placed in Town right-of-way.

Construction.

The Mailbox must be between 41” and 45” from the bottom of the road surface.

The face of the mailbox must be 6” to 8” behind the curb, or in areas without curb, behind the roadway surface. Note the roadway surface includes gravel shoulders.

Mailbox Posts should:

- Be a single 4”x4” wooden support or a 2” (or narrower) diameter steel or aluminum pipe.
- Installed in compacted sand or gravel to a maximum depth of 2’. No concrete should be used. A single anti-twist plate may be used for metal pipe installations.
- The support post shall be installed a minimum of 24” behind the roadway surface (which includes the gravel shoulder).

Compensation to the property owner by the Town of Troy for damage to mailboxes and support structures shall be limited to circumstances in which the mailbox and/or support structure is physically struck by a Town-owned and operated plow or roadway maintenance vehicle, or the vehicle of a contractor or subcontractor performing operations arising out of a contract with the Town.

The Town may at its option replace the damaged mailbox and/or support.

In all other cases, the maximum amount of compensation by the Town of Troy for such damage shall be as adopted by the annual Town fee schedule.

If the Town replaces a mailbox and/or support, its replacement shall be limited to a standard USPS approved steel mailbox with a four-inch × four-inch wooded post support.

The Town of Troy shall not be liable for damage to mailboxes and support structures because of objects, snow, sleet, ice, water or other precipitation thrown by a plow.

Mailboxes, which do not conform to the standards for construction and placement provided herein, shall not be eligible for compensation by the Town.

Adopted by the Town Board, Town of Troy, _____

Town Chair

Town Clerk