

## **MASON COUNTY ROAD AND BRIDGE DEPARTMENT**

OUR MISSION IS TO IMPROVE AND MAINTAIN A SAFE AND EFFICIENT ROAD SYSTEM

### **STANDARD MAILBOX POLICY**

#### **PURPOSE**

The purpose of this policy is to allow for the accommodation of mailboxes within the Right of Ways under the jurisdiction of the Mason County Commissioners Court and under the direction of the Mason County Road and Bridge Administrator. The purpose of the specifications listed herein is to aid in providing a reasonable and safe transportation system for the motoring public.

#### **POLICY STATEMENT**

It is the policy of the Mason County Commissioners Court to require mailboxes located within the Right of Way of a Mason County maintained road to be constructed in a manner, which does not substantially interfere with the safety of the motoring public or the operation and maintenance of the county road system. A mailbox installation that does not conform to the provisions of the policy will be considered an unauthorized encroachment on the Right of Way and removal shall be administered in accordance with the rules and regulations of the U.S. Postal Service.

#### **MAILBOX LOCATION**

Mailbox location shall be determined by the U.S. Postal Service and a representative of the Mason County Road and Bridge Department. The bottom of the box shall be set at an elevation determined by the U.S. Postal service, usually between 42 and 48 inches above the road surface. The structure and composition of the mailboxes must meet the requirements of the U.S. Postal Service (<https://www.usps.com/manage/mailboxes.htm>).

#### **REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES**

Any mailbox that is found to violate the intent of this policy shall be removed by the owner upon notification. At the discretion of the Road and Bridge Administrator or his/her designee, and based on an assessment of hazard to the public, the owner will be granted not less than 24 hours nor more than 30 days to remove an unacceptable installation. If not removed within the specified time, the installation will be removed by an appointed employee of Mason County at the owner's expense. The

mailbox and its support will be considered hazardous to motorists when traffic speed limits are greater than 25 mph and the box and the support exceed the described structural limitations set by U.S. Postal Service or the box is installed too close to the county roadway. Individuals who have mailboxes of another standard do so at their own risk.

### **“MAILBOXES: A SAFETY CONCERN”**

Mailbox installation may seem simple, but residents need to think about safety before they install a new mailbox. Mailboxes that are set firmly into the ground, and/or have large posts can become a fixed object hazard. Mailboxes that are not fixed properly to their support can break loose and become dangerous projectiles, endangering motorist and residents.

When installing a mailbox; residents need to look at a few issues before selecting a location. Safety and convenience of both the mail carrier and the patron must be addressed. A mailbox should not be installed where a person will have to walk along the shoulder of a road. The mailbox should also be located in an area visible to motorist, but should not be placed too close to the roadway or the useable shoulder. It should be placed on the right side of the road in the direction that the postal employee is traveling.

The U.S. Postal Service has regulations for mailboxes and mailbox height; it does not have any regulations regarding mailbox installation. The installation requirements that Mason County will adhere to is the standards set forth by TxDOT (<https://www.txdot.gov/safety/mailboxes-state-highways.html>).

Prior to submitting an application to Construct a Mailbox in County Right of Way, residents must contact the U.S. Postal Service for guidelines. Applications can be found on the Mason County website at <https://www.co.mason.tx.us/page/mason.Road>.

Safety takes everyone's help and your mailbox is on the Mason County Right of Way. This is permitted by the Mason County Commissioners Court and the Mason County Road and Bridge Department as a convenience to you. The Road and Bridge policy is to consider replacing mailboxes only if hit or damaged by county owned equipment. Please help our drivers and keep our roads safe.

***MASON COUNTY ROAD AND BRIDGE DEPARTMENT  
WORKING WITH YOU FOR SAFER ROADS***



**APPLICATION TO CONSTRUCT MAILBOX IN**  
**COUNTY RIGHT OF WAY**

Date of Application: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Requester Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Location mailbox is to be installed, address or physical description:

\_\_\_\_\_  
\_\_\_\_\_

**NOTIFICATION: IT SHALL BE THE REQUESTER'S RESPONSIBILITY TO OBTAIN DIGGING PERMIT PRIOR TO EXCAVATION TO DETERMINE IF THERE ARE ANY UTILITIES IN THE AREA OF PROPOSED MAILBOX LOCATION.**

**NOTIFY TEXAS 811 @ 1-800-344-8377**

**Procedure:**

Once the application is received from the requester, a representative of the Mason County Road and Bridge Department will visit the location and determine the location of mailbox installation.

The requester shall sign and receive a copy of the application with the location of the mailbox installation prior to placement of the mailbox.

**NOTE: THIS APPLICATION IS ONLY GOOD FOR SIX (6) MONTHS. IF THE MAILBOX IS NOT INSTALLED WITHIN SIX (6) MONTHS, THIS APPLICATION IS VOID AND THE REQUESTER WILL HAVE TO APPLY AGAIN.**

## MAILBOX REQUIREMENTS FOR REQUESTED LOCATION:

Address: \_\_\_\_\_

The mailbox must be set \_\_\_\_\_ feet from the center line of the county road.

Or

The mailbox must be set \_\_\_\_\_ feet from the edge of the improved surface of the roadway.

Notes: \_\_\_\_\_

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All construction and material shall be subject to inspection and approved by the County. The County reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the county road. Changes in design will be made only with approval of the County.

## SPECIFICATIONS FOR INSTALLATION OF MAILBOXES

### IN THE COUNTY RIGHT OF WAY

The requester is responsible for all cost associated with the construction of the mailbox.

All mailboxes must meet U.S. Postal Service (USPS) policy specifications such as distance from edge of road, height from ground and more, but does leave some options to the box owner. It is recommended that the Postmaster be contacted before application is submitted. The mailboxes must also meet the breakaway standards of TxDOT specifications. The TxDOT standards can be found on their website.

No mailboxes constructed of brick, stone, masonry, or other similar material may be placed in the County Right of Way.

The requester shall hold harmless Mason County and it duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this request.

\_\_\_\_\_  
Requester's Name

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Mason County Representative

\_\_\_\_\_  
Date Received

Commissioners Court Approval Date: \_\_\_\_\_