

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
I	1	1	17	8/19/1996

SUBJECT: MAILBOX STANDARDS

1. **PURPOSE:** The following describes the Department of Transportation and Development's policy concerning standards for mailbox installations following AASHTO's current publication of *"A Guide for Erecting Mailboxes on Highways"*.
2. **SCOPE:** This directive applies to all mailbox installations (1) by permit and (2) construction projects and will be in accordance with Standard Plan MB-O1.
3. **IMPLEMENTATION:** The implementation of this policy will be the responsibility of the Chief, Planning Division and all section heads and districts involved in construction or overlay project plans and the Chief, Maintenance Division for the permit application procedures.
 - A. By Permit. The intent of this policy is to apply the portion of MB-O1 pertaining to the mailbox, mailbox support, and support installation only. There will be no requirement for the applicant to be required to construct the mailbox stop areas.
 - B. Construction Projects. All aspects of this directive and the applicable portions of Standard Plan MB-O1 shall apply to construction projects.
 - C. Overlay Projects. Those portions of Standard Plan MB-O1 that can be provided within the limits and scope of the work authorized shall be utilized for overlay projects.
4. **MAINTENANCE:** In all cases, maintenance and when necessary, replacement of the mailbox or its support will be the responsibility of the adjacent property owner or postal patron.
5. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.
6. **EFFECTIVE DATE:** This directive will become effective immediately upon receipt of all projects that have not completed the Advanced Check Print Stage.

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