

**City of Montevideo
Mailbox Policy
December 2011**

Private mailboxes are allowed in the street right-of-way; however, they must be safe and functional. Safely installing, maintaining and providing access to mailboxes is the responsibility of the resident.

1. Mailboxes

Mailboxes should be U.S. Postal Service approved. These mailboxes are designed to be safe and functional. Consult your local Postmaster.

2. Installation

The bottom of the box should be 42-48" above the road surface. The mailbox front setback is 6" from the back of the curb. Mailbox support posts should be a minimum of 12" from the curb. Because of snow removal problems, the recommended distance between curb and support is 36".

3. Placement

Mailboxes placed near intersections could be a traffic hazard; therefore, mailboxes must be placed at least 30' from the intersection. Placement of mailboxes should not interfere with routine street maintenance. Therefore, all mailbox placements should be approved by the city before they are permanently placed.

4. Permanent Structures

Mailbox supports or structures made of brick, stone, concrete, etc. are not allowed in the right-of-way. Because the right-of-way is city property, the city cannot be held liable for replacement of any of these structures should they be damaged or removed due to maintenance or construction.

5. Utility Poles/Structures

Mailboxes cannot be attached to utility poles or other utility structures.

6. Mail Delivery

Snowplow operators make every effort to remove snow as close to the curb lines as practical. It is not possible to provide perfect conditions for access to mailboxes for postal delivery. Therefore, the cleaning of snow adjacent to mailboxes is the responsibility of each resident.

7. Damaged Mailboxes

If a mailbox or mailbox support post is damaged by snow, ice or slush resulting from plowing, the city will not be responsible for repairs or replacement. If it was directly hit by city snowplowing equipment, and the mailbox was installed according to approved city standards, then the following procedure will be followed:

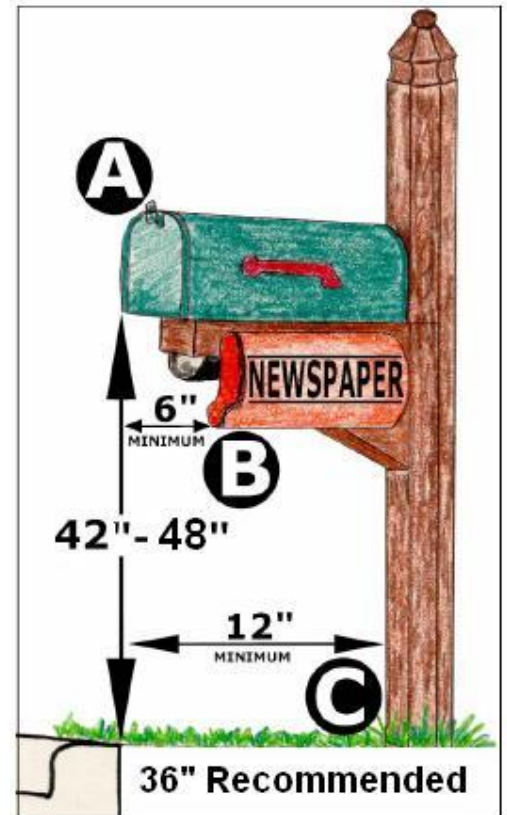
- a) The public works director confirms damage was caused by city operated snowplowing equipment, and the mailbox was property installed.
- b) The box and support were in good condition prior to damage.
- c) Upon receipt, the city will pay up to \$50.00 to the property owner for replacement.
- d) The city will not directly repair or replace any mailbox.

How to place your mailbox...

A Front of mailbox should be flush with the back of the curb and 42" to 48" from the top of the curb to the bottom of the mailbox.

B Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.

C The post should be set back a minimum of 12 inches from the back of the curb. 36" Recommended.



Questions and requests to place mailboxes may be directed to:

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