

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
MAILBOX INSTALLATION AND REPLACEMENT	2008-03	03/24/08	1 of 2

1. PURPOSE

The purpose of this policy is to establish requirements for the installation of mailboxes along street rights-of-way that provide for efficient snow clearance and right-of-way maintenance and enhance traffic safety and to establish standards for reimbursing property owners for damage done to mailboxes by City equipment.

2. AUTHORITY

This policy is adopted pursuant to section 58.27 of the Code of Ordinances, City of Charlotte.

3. REQUIREMENTS FOR THE INSTALLATION OF MAILBOXES

3.1 All curbside mailboxes installed must comply with the following installation requirements:

1. The bottom of the mailbox shall be between 41 inches and 45 inches from the top of the pavement as defined by United States Postal Service (USPS) installation requirements.
2. The front face of the mailbox shall be set back 6-8 inches from the face of the curb or, on streets without curb, the edge of the pavement, as defined by USPS installation requirements.
3. The mailbox support post construction shall meet the following standards:
 - a. The mailbox support structure shall not be constructed of masonry or concrete material.
 - b. Mailbox support structures shall comply with AASHTO's Roadside Design Guide, section 4.6.5 Mailbox Supports, and Federal Highway Administration (FHWA) standards.
 - c. Mailbox support structures shall:
 - i. If wood, be no greater than either 4 inches by 4 inches if the structure is square or 4 inches in diameter if the structure is round;
 - ii. If metal, have strength no greater than a 2 inch diameter standard strength steel pipe; and
 - iii. Not be embedded more than 24 inches into the ground nor set in concrete, unless the support design has been shown to be safe by crash tests.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
MAILBOX INSTALLATION AND REPLACEMENT	2008-03	03/24/08	2 of 2

3.2 Mailboxes not conforming to the requirements of this policy that were located within the street right-of-way before the effective date of this policy are permitted subject to the following conditions:

1. No alteration or addition to a non-conforming mailbox is permitted except in conformity with this ordinance.
2. If any non-conforming mailbox is damaged or destroyed by any means, or if a non-conforming mailbox is removed due to street or utility construction or similar work, repair or reconstruction will be permitted only in conformity with this policy.

4. MAILBOX REPLACEMENT

4.1 The City will replace mailboxes damaged along City streets only when it has been determined that:

1. The damage was caused by actual physical contact with City equipment;
2. The mailbox is of standard design and placed in conformance with this policy; and
3. The mailbox and post were in good condition.

4.2 The City will not replace mailboxes damaged along City streets when the City has determined that:

1. The mailbox was not of a standard design or not placed in conformance with this policy even though it might have been damaged by City equipment;
2. The mailbox and post were not in good condition; or
3. The weight of plowed snow resulted in the damage to the mailbox and/or support structure.

4.3 The replacement of mailboxes by the City shall be limited to a minimum standard metal USPS mailbox with a standard 4 inches by 4 inches treated wood post. Special decorative mailboxes and/or support structures will not be provided. If a resident wishes to install a decorative mailbox and/or post meeting standards referenced in this policy, the City will reimburse the resident up to \$50 for the cost of materials only upon receipt of a paid invoice.

5. EFFECTIVE DATE

This policy shall be effective upon its approval by the City Council.