



GUIDE FOR ERECTING MAILBOXES ON COUNTY ROADS JEFFERSON COUNTY, MISSOURI

REGULATIONS FOR THE ACCOMMODATION OF MAILBOXES AND NEWSPAPER DELIVERY BOXES ON COUNTY HIGHWAY RIGHTS-OF-WAY.

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on the COUNTY RIGHTS-OF-WAY if it interferes with the safety of the public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under the State Statutes.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the County. County standard for the location and construction of mailboxes are available from:

**DEPARTMENT OF PUBLIC WORKS
JEFFERSON COUNTY MISSOURI
725 MAPLE STREET
HILLSBORO, MO 63050
636-797-5340**

A mailbox installation that conforms to the following criteria will be considered acceptable unless, in the judgment of the County Engineer, the installation interferes with the safety of the traveling public or the function, or operation of the highway system.

LOCATION:

Rural boxes must be placed so that they may be safely and conveniently served by the carriers without leaving their vehicle, and must be located on the right-hand side of the road in the direction of travel of the carriers in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left in order to reach the boxes, or where doing so would constitute a violation of traffic laws and regulations. On new rural routes, all boxes must be located on the right side of the road in the direction of travel of the carrier.

The bottom of the mailbox shall be set at an elevation established by the U.S. Postal Service, usually 3 feet-6 inches and 4 feet above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum distance of the width of any shoulder or entrance radius plus 8 to 12 inches.

When a drainage ditch is located along the roadway, the post must be placed outside of the roadside ditch. (See Drawings)

Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route. Where a mailbox is located on an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route.

STRUCTURE:

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper. No more than two mailboxes may be mounted on a support structure unless the support and mailbox arrangement have been shown to be safe by crash testing. However, light weight newspaper boxes may be mounted on the side of the mailbox support.

The mailbox support shall not be set in concrete unless the support design has shown to be safe by a crash test when so installed.

A single 4 inch x 4 inch or a 4-1/2 inch diameter wooden post or a metal post with the strength no greater than a 2-inch diameter standard strength metal pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor more than 10 inches below the ground surface.

The post-to-box attachment details should be a enough strength to prevent the box from separating from the post top if the installations are struck by a vehicle.

The minimum spacing between the centers of the support post shall be three-fourths the height of the post above the ground line.

Mailbox support designs not described in this regulation will be acceptable if approved by the County Engineer.

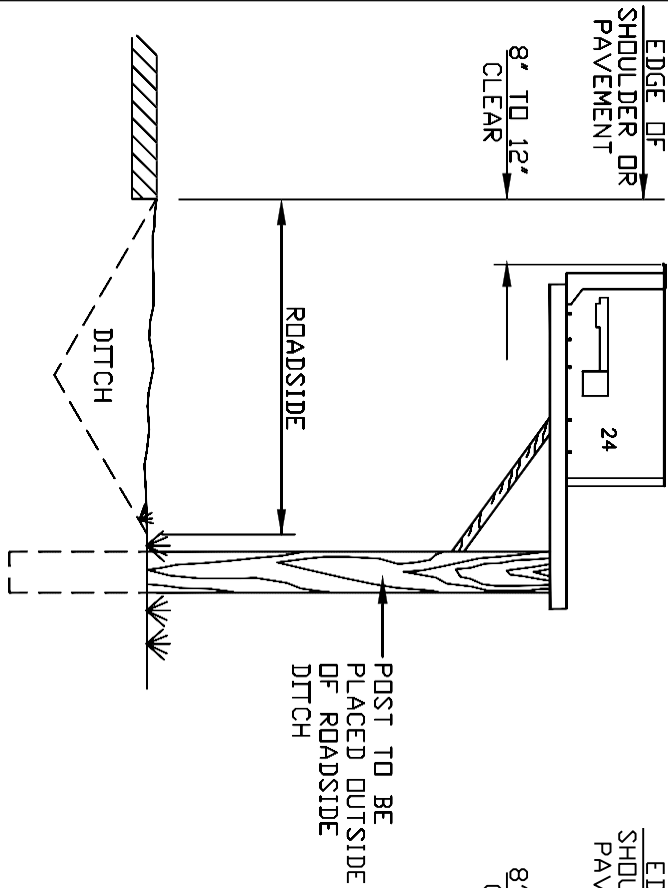
Box numbers must be painted on or affixed to the box in numerals not less than one inch high.

Extend box beyond the end of the post. Attach board holding the box to post with screws or double-headed nails, permitting easy removal if necessary, to adjust box height.

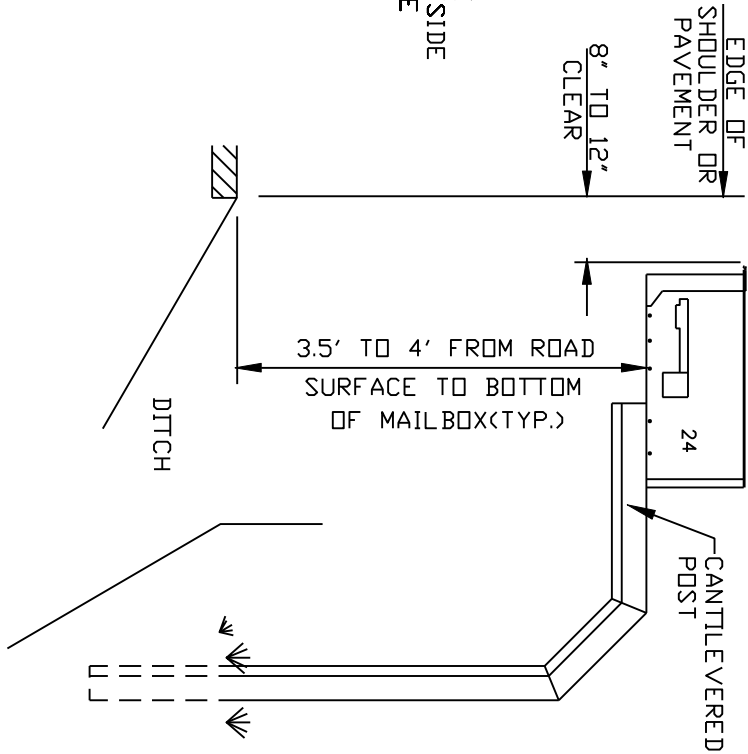
JEFFERSON COUNTY will not be responsible for replacing mailboxes damaged during snow removal unless directly struck by the County vehicle.

EXAMPLES OF ACCEPTABLE MAILBOX ASSEMBLIES ON NEXT PAGE

SUGGESTED INSTALLATION OF A SINGLE MAILBOX

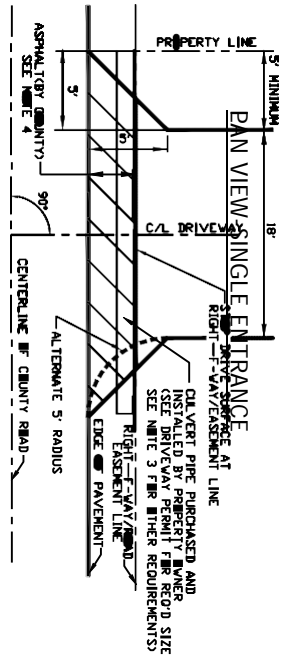


SUGGESTED INSTALLATION WHERE POST WOULD INTERFERE WITH ROADSIDE DITCH



NOTE:
 ORNAMENTAL POSTS WHICH ARE A THREAT TO PUBLIC SAFETY, ARE NOT PERMITTED. FOR EXAMPLE BRICK, REINFORCED CONCRETE, STRUCTURAL STEEL, ETC.

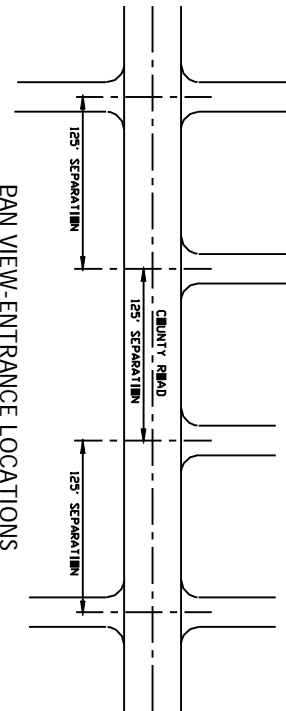
DRAWN BY:	WPS
CHECKED BY:	JZ
DATE:	01/03/01
SCALE:	NOT TO SCALE



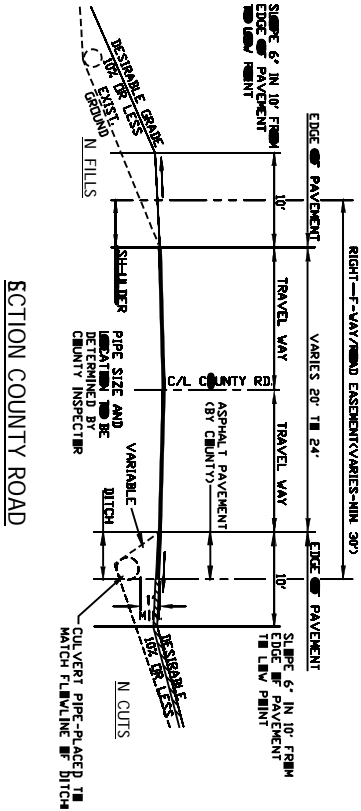
1. PART OF THE DRIVEWAY INCLUDING TAPERS SHALL BE CONSTRUCTED BEYOND THE PROPERTY FRONTAGE.
2. SURFACING SHALL BE AS SHOWN ON THE PLANS OR PERMIT.

GENERAL NOTES:

1. CULVERT PIPE REQUIREMENTS:
 a. MINIMUM LENGTH - 30' SINGLE ENTRANCE
 b. TYPES OF PIPE ALLOWED:
 1. REINFORCED CONCRETE PIPE
 2. CORRUGATED METAL PIPE (MINIMUM WALL THICKNESS - 16 GAUGE)



PAN VIEW-ENTRANCE LOCATIONS



TYPICAL RESIDENTIAL DRIVEWAY SECTION

TYPICAL RESIDENTIAL DRIVEWAY SECTION

RESIDENTIAL

PUBLIC WORKS DEPARTMENT
 JEFFERSON COUNTY, MO.
 HIGHWAY STANDARDS

DRAWN BY: WPS
 CF D Y GH
 JA E REV S: 02/04/15
 SCALE: NOT TO SCALE

4. DRIVEWAY SURFACE MATERIAL SHALL END AT THE PROPERTY LINE OR RIGHT-OF-WAY/EASEMENT LINE OR THE POINT WHERE THE DRIVEWAY MEETS THE CURB OR PAVEMENT. THE DRIVEWAY SHALL BE PAVED TO THE PROPERTY LINE, RIGHT-OF-WAY/EASEMENT LINE OR CURB.
5. THIS DRAWING ILLUSTRATES DRIVEWAY DETAILS FOR SINGLE FAMILY RESIDENTIAL DRIVEWAYS. TRAFFIC VOLUMES, SAFETY CONSIDERATIONS, DRAINAGE CONSIDERATIONS, LOCAL REQUIREMENTS, ETC. MAY DICTATE MORE EXTENSIVE IMPROVEMENTS THAN ILLUSTRATED.
6. PROPERTY OWNER RESPONSIBLE FOR MAINTENANCE OF DRIVEWAY CULVERT PIPE.
7. 300' MINIMUM SITE DISTANCE, IN BOTH DIRECTIONS, REQUIRED FOR ALL DRIVE ENTRANCES.
8. TREES REQUIRING TRIMMING OR REMOVAL TO PROVIDE ADEQUATE SITE DISTANCE SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
9. ONE ENTRANCE PER LOT.

