

Town of Red Hook Mailbox Specifications

The Town of Red Hook Highway Specifications are amended by inserting the following language at Section 70 as a new subsection 3.7 entitled “Mailbox Installation”:

3.7. Mailbox Installation. The Town of Red Hook Highway Department considers safety a priority. The following specifications are meant to further the safety of the travelling public as well as to support the function, maintenance and operation of the Highway system, including snow removal.

In addition to the rules and regulations of the US Postal Service (designed to allow postal drivers to reach the mailbox), the location and construction of mailboxes must conform to the Town’s specifications. The Town’s specifications are intended to enable a snow plow wing to pass safely under the mailbox installation.

Post and Mailbox Requirements:

Above the Road: The mailbox including any support arm should be 42 to 45 inches above the road surface.

Back from the Road Edge: The post should be a minimum of 24 inches from the edge of the asphalt roadway.

Post type and depth: The post should be a 4x4 pressure treated wood post or, if a metal post is used, not more than 2 inches in diameter. Either type of post must be buried no more than 24 inches in the ground and should be compacted with dirt, sand or gravel. Under no circumstances should either type of post be set in concrete.

Breakaway requirement: Mailbox posts should break away or fall if struck by a vehicle.

Mailbox Face: The face of the mailbox must be 6” to 8” off the edge of the asphalt (or homeowner’s apron) for access by mail personnel.

Attach the Mailbox: The mailbox should be firmly attached to the support post so that if the installation is struck by a vehicle, the mailbox will remain attached.

Limit 1 or 2 mailboxes per post: No more than two mailboxes may be mounted on a single support structure. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the support post or in lieu of a mailbox where none is required for the residence.

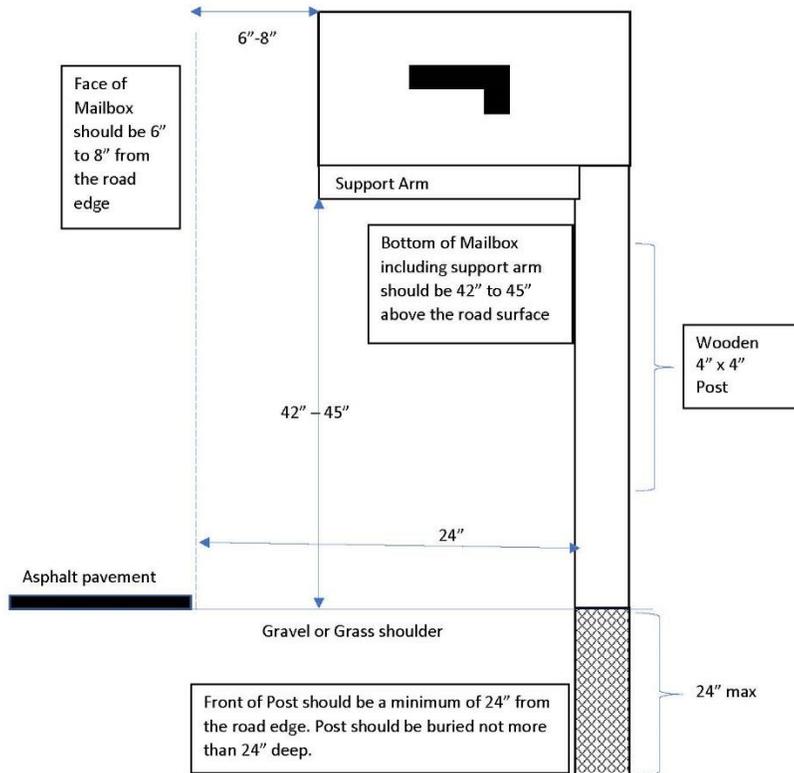
Exceptions: Mailbox support designs not described in these specifications may be acceptable if the resident submits the installation design to the Highway Superintendent who may, at his or her discretion, as the resident to provide written approval from a NYS licensed engineer stating that the design meets the roadside safety standards as described in AASHTO’s “Guide for Erecting Mailboxes on Highways”.

Prohibited installations: Mailboxes supported by structures not designed to break away (e.g. concrete, masonry, antique machinery, heavy beams, tree stumps, or telephone pole sections) may not be installed next to a Town road. A mailbox assembly shall not be constructed or installed in a manner that presents a risk to the travelling public or snow removal operations, or in a manner that interferes with routine snow removal.

All new mailboxes shall be installed in compliance with these specifications. Mailboxes that are damaged by routine highway maintenance operations and are **replaced or reimbursed by the Town** shall be re-installed according to Town Mailbox Specifications. Any existing mailbox installation that is determined by the Highway Superintendent to present a hazard shall be brought into compliance with these specifications within 30 days of notice of non-compliance.

Pursuant to Section 319 of the Highway Law, the Highway Department reserves the right to remove any hazardous materials obstructing a Town right of way and to charge the expense thereby incurred against the owner or occupant.

Town of Red Hook Mailbox Installation Guidelines



Refer to Town of Red Hook Highway Specifications for Installation Setback on a new driveway mailbox apron.