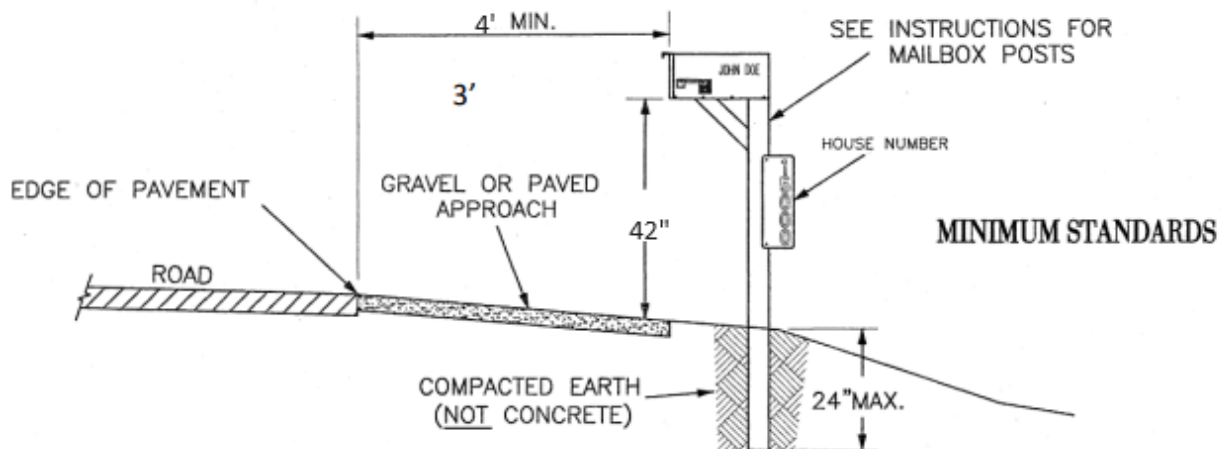


Town of Hanover Department of Public Works

Placement of Roadside Mailboxes

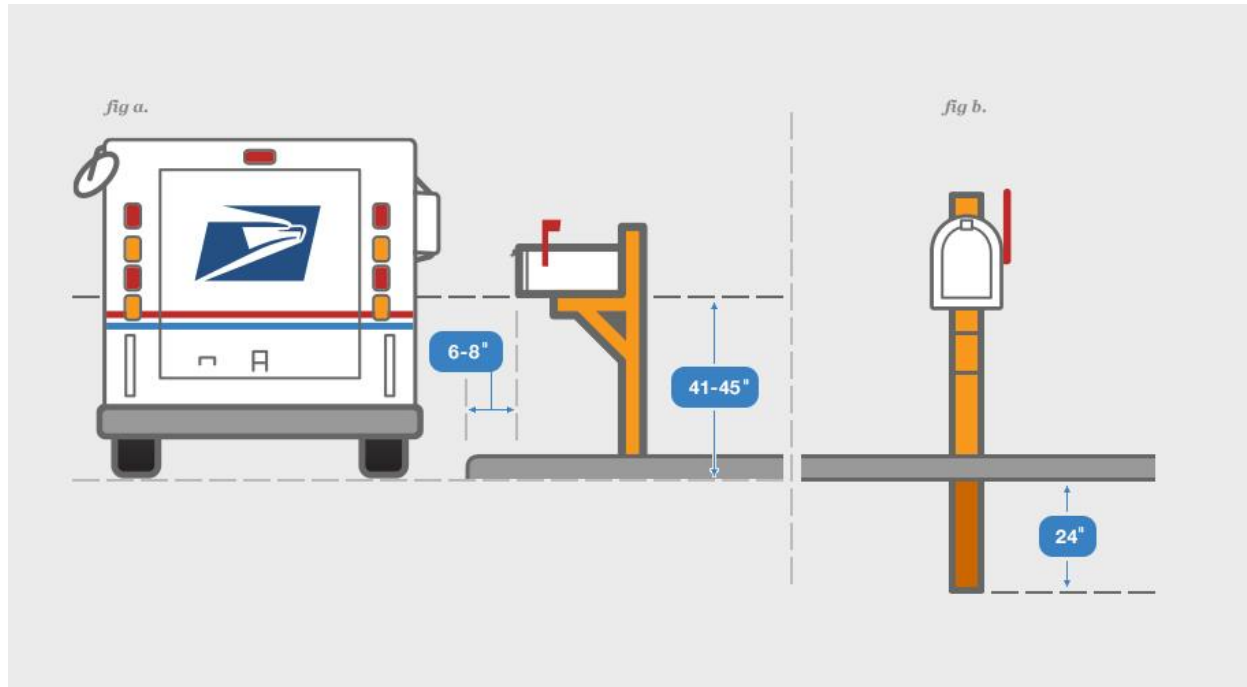
Although snowplow truck drivers are well-trained and use caution when operating their vehicles, it is inevitable that damage could occur to some mailboxes. In general, this is because mailboxes are too close to the road, are obscured, or the operator is avoiding another object or vehicle. The following requirements for the placement of mailboxes are intended to reduce the possibility of damage by Town snow plowing equipment during winter road plowing and other road maintenance operations. The Town is authorized by RSA 41.11 and RSA 47.17 to regulate the placement of structures of any kind in the right of way including mailboxes. We attempt to strike a balance between US Postal Service delivery requirements and our ability to keep roadways and sidewalks safe.

1. **Location is Key!**: The placement of mailboxes too close to the road, near a ditch, at the pavement edge, and/or next to culverts may lead to unavoidable mailbox damage or destruction.
2. **When No Curb is Present:**
 - a) The face of the mailbox shall be 48" from the edge of travel way (gravel or pavement).
 - b) The property owner is responsible for installation and maintenance of a pull off area that conforms to the US Post Master's requirements for height and surface condition.
 - c) Position your mailbox 42" to 45" from the road surface to the bottom of the mailbox or point of mail entry. This will also allow a plow wing blade to clean the surface of the road underneath it.



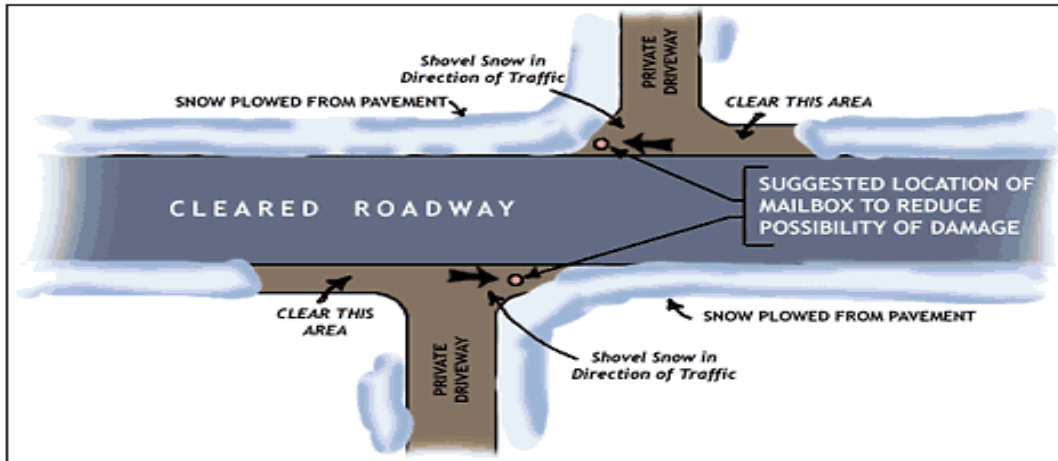
3. **When a Curb Exists:**

- a) Follow US Postmaster requirements.
- b) Position your mailbox 42" to 45" above the road surface to the bottom of the mailbox or point of mail entry.
- c) Position your mailbox 6"-8" behind the curb; anything closer is at your risk.



- 4. **Reimbursement:** The Hanover Public Works Department cannot reimburse property owners for the damage to their mailboxes.
- 5. **Placement of mailbox:** It is the homeowner's responsibility to install their mailboxes in approved locations and to properly maintain them.
- 6. **Damages:** the Town isn't the only entity that could damage a mailbox. We routinely receive calls complaining that our snowplow operators have damaged a resident's mailbox only to determine that the damage was caused by either vandalism or by a private contractor. Please make sure your private contractor knows the location of your mailbox, the edges of the roads and driveway, location of your driveway culvert, and any other obstructions that need to be avoided.
- 7. **Repair of your mailbox:**
 - a) The Town of Hanover is NOT required to replace your mailbox and/or post if damaged by Town equipment during road maintenance or snow plowing operations. **However, we will repair or replace a damaged mailbox or post one time if installed in a location closer than the placement requirements.** The Town will not reimburse residents for any type of custom mailbox or post.

- b) If a mailbox is directly struck by Town snow removal equipment, and the mailbox conforms to U.S. Postal Service and Town requirements, the Town will repair or replace the mailbox with a standard mailbox. If Hanover staff can repair the mailbox with minimal effort, a repair of the damaged mailbox will be made. Staff may need to do a temporary repair during wintertime and return in the springtime to complete repairs.
 - c) The Town will not be responsible for damage to mailboxes with inadequate materials such as rotted wood posts. Property owners should conduct regular inspections and perform routine maintenance on their mailboxes to ensure the mailbox is able to withstand snow and ice loads.
- 8. **Noncompliant Mailboxes:** Mailboxes tipped, damaged, or knocked down by the weight of the snow WILL NOT be eligible for repair. Mailboxes that lean toward the street or have decorative items which are closer than required or no longer meet the U.S. Postal service and Town specifications are noncompliant.
- 9. **Mailbox Supports:** Supports for mailboxes should be of adequate strength and size to support the box properly. However, customers should avoid the use of mailbox supports that, when struck, could damage vehicles and cause serious injury to its occupants. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away from a striking vehicle. Property owners may be liable for damage or injuries if the mailbox and/or support exceeds the recommended standard.
- 10. **Post Size & Breakaway:** The Federal Highway Administration has determined that mailbox supports no larger than 4 inches by 4 inches, a 4-1/2" diameter wood post buried no more than 24 inches should safely break away if struck by a vehicle. The mailbox must also be securely attached to its post to prevent separation when struck.
- 11. **Where's the mailbox?!**: We appreciate your understanding regarding mailbox placement, especially during heavy snowfalls. Please also keep your mailbox dug out and visible so you get your mail, and we can see where it is. It may be helpful to mark your mailbox on top with some kind of a marker extending above the snowbank to aid the snowplow operator in seeing a mailbox under or behind a snow bank.
- 12. **Snow Removal:** All jokes aside, Town snowplow operators and sidewalk tractor operators do not intentionally wait at the end of the road and come plowing past your residence just as you finish cleaning it out! We must keep the roads and sidewalks open and cleaned off for all travelers. It can take 3-4 hours or more for us to make one pass and we can only move the snow from the road to the shoulder. Unfortunately, it does not always coincide with your schedule for removing snow from your driveway or mailbox. We suggest that you clear the snow approaching your driveway and/or mailbox to avoid the "second plow".



If you have any questions or concerns, please feel free to call us at the Hanover Public Works Department office at (603) 643-3327 between 7 am and 3:30 pm.