



Iowa County Highway Department Policies and Procedures MAILBOX DAMAGE AND REPLACEMENT

Title: Mailbox Damage and Replacement Policy

Effective Date: October 6, 2014

Expiration Date:

Number: Mailbox - 01

Date Last Revised: Thursday October 2, 2014

PURPOSE:

This policy supersedes any and all previously written documents and unwritten policies of the Iowa County Highway Department regarding mailbox damage and replacement. The purpose of this policy is to explain to the general public the conditions under which the Department is responsible for damage caused by departmental operations to personal belongings on public property.

IN GENERAL:

The Iowa County Highway Department recognizes that damages may occur to landowner's personal property within the county highway right-of-way. Personal property of landowner's is determined to be an encroachment onto lands of the public for highway purposes by Wisconsin State Statutes. Therefore, it is the policy of the Department to notify landowners when they have constructed encroachments of personal property along the county highway right of way.

RESPONSIBILITY:

Some encroachments, in particular mailboxes or newspaper delivery box (hereinafter referred to as a mailbox); will be allowed to exist along the county trunk highway right-of-way for delivery of services to residents, as long as deemed to be considered safe for the travelling public or the function, maintenance, or operation of the highway system. The location and construction of mailboxes shall conform to the rules and regulations of the United States postal service as well as the standards developed by the County. The United States postal service shall take precedence with regards to location as a determination of their routes for service provision. The United State postal service provides guidelines for mailbox type, style, size, and construction technique for installations to receive their services. Typically, the postal service will only eliminate or cease service to a landowner if their mailbox does not conform to the correct details for installation related to offset and height from the edge of the pavement of the roadway. Therefore, the style, size, and type of each mailbox installation is left to the determination of each respective landowner's personal preference, within reason. Since the construction means and methods of mailbox location, placement, and design is handled by each individual landowner per the guidelines provided; the policy of the Highway Department shall be to replace damaged mailboxes in accordance with the postal service guidelines. Any damaged mailboxes along the county right-of-way, which are actually hit by the equipment during plowing operations; will be replaced in conformance to the guidance documents as distributed by the United States postal services. In no instance shall the Department replace any mailbox which is not of a hinged or breakaway design method upon contact. The replacement mailbox provided shall at a minimum meet the guidelines for mailbox installation as dictated and circulated by the United States Postal Service (see the Highway Department Mailbox Installation guide documents).

The Department shall not be responsible for any personal belongings on the county trunk highway which are deemed as an encroachment, i.e. exist within the county highway right-of-way with or without

a permit for its' location. In addition, with exception of highway mailboxes, no other belongings shall occur within the county trunk highway clear zone, as defined by the Wisconsin Department of Transportation facilities Development Manual. The clear zone is referred to as that portion of the right of way located immediately adjacent to the pavement surface, which acts as a buffer for recovery of an errant vehicle. In most cases for county right-of-way, the clear zone is determined to be an area of 0 to 14 feet from the edge of the paved asphalt pavement.

EMPLOYEES AND EQUIPMENT OPERATORATION:

All plow equipment operators are instructed to use caution on roads where there are mailboxes. Employees are encouraged and provided time prior to the snow plowing season to review their routes for obstacles such as driveway approaches, culverts, and mailboxes. In the instance of damage to a mailbox by snow off of the plow, it is the owner's responsibility to replace or repair mailboxes damaged due to the force of plowed snow. The Department shall only be required to compensate for the costs of a guideline compliant mailbox in the instance where it is hit by the equipment.

SPECIALTY MAILBOXES:

In cases where there are mailboxes of higher cost, installation technique, special order, or premiere mailboxes such as plastic throughout including the post, specialty, or decorative mailboxes; the Iowa County Highway Department will provide the owner with a standard mailbox in compliance with the Postal Service recommended installation guidelines. The Department shall provide a temporary post or method of installation until the more permanent installations can be performed as dictated by weather and frost depths. At the end of the winter season, the Department shall place the permanent standard mailbox in compliance with the postal service guidelines. In the instance where a landowner has a specialty or premiere mailbox, the department may compensate the landowner for the amount equal to the price of a standard mailbox, post, and installation cost as determined by the department; in which instance the landowner shall be responsible for the replacement of the mailbox whether temporary or permanent. In any instance where a postal service guideline non-compliant mailbox of a non-breakaway style is to be replaced, it shall be replaced with a standard mailbox per the guidelines.

COMPLAINTS/COMMENTS:

Complaints for snow or ice removal shall be made to the Iowa County Highway Department during the normal working hours of 7:00 a.m. to 3:30 p.m. on weekdays in person or by telephone; or via email to highway@iowacounty.org at all times of the day or night.

Adopted by the Iowa County Transportation Committee, dated this _____ day of _____, 2014.

Greg Parman, Chairperson