

BENZIE COUNTY ROAD COMMISSION

MAILBOX INSTALLATION GUIDE

As a USPS customer, it is your responsibility to provide an authorized mail receptacle or door slot that includes its purchase, installation, maintenance, and replacement.

You should install the mailbox with the bottom of the box at a vertical height of between 41-45 inches from the road surface, unless you have a road or curb condition that prevents this. If you do, be sure to contact the postmaster before you change your mailbox location.

Your mailbox should be set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.

Boxes must be on the right hand side of the road and in the carrier's direction of travel in all cases. Driving on the left-hand side to reach the boxes would pose a traffic hazard or violate traffic laws and regulations.

The name on your mailbox should be at least 1 inch high.

You can attach a receptacle for newspaper delivery by a private company to the post of a curbside mailbox used by the Postal Service as long as it doesn't :

1. Touch or use any part of the mailbox for support
2. Interfere with mail delivery, obstruct the view of the mailbox flag, or present a hazard to a mailperson or vehicle.
3. Extend beyond the front of the mailbox when the box door is closed.
4. Display any advertising, except the publications title.

For posts and supports, it's up to you to keep them neat and adequate in strength and size. Ideally, its assembly should bend or fall away when struck by a vehicle. Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed. A single 4-inch x 4-inch or 4 ½ inch diameter standard strength steel pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support.

This document was prepared in conformance with USPS Standards of Residential mailboxes and Benzie County Road Commission Policies #703 and #704.

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