

**TOWN OF DUNSTABLE  
MAILBOX AND NEWSPAPER DELIVERY BOX  
RIGHT-OF-WAY/INSTALLATION POLICY**

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on the Town of Dunstable's right-of-way if it interferes with the safety of the traveling 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 MGL Chapter 86 Section 3.

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 Town. Town standards for the location and construction of mailboxes are available from:

Highway Department and Town Clerk

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of the Board of Road Commissioners the installation interferes with snow removal, the safety of the traveling public or the function, maintenance, or operation of the highway system.

**LOCATION**

- No mailbox will be permitted where access is otherwise prohibited by law or regulation.
- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3'6" and 4'0" above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way or top edge of curb a minimum distance of 6 to 12 inches, or the width of a 3 foot gravel shoulder.
- 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 at an intersecting road, it shall be located a minimum of 75 to 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 structure and mailbox arrangement has been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.
- Mailbox supports shall not be set in concrete buckets unless the support design has been shown to be safe by crash tests when so installed.
- A single 4" x 4" or 4 ½" diameter wooden post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe and embedded no more than 24" into the ground will be acceptable as a mailbox support.
- Mailbox support designs not described in this regulation will be acceptable if approved by the Board of Road Commissioners.

## **SHOULDER AND PARKING AREA CONSTRUCTION**

- It will be the responsibility of the postal patron to maintain the shoulder adequately to permit all-weather vehicular access to the mailbox and postal patron is responsible for snow removal for access to mailbox.

## **REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES**

- Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the Town. At the discretion of the Town, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours or more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the Town at the postal patron's expense will remove the unacceptable mailbox.

## MAILBOX REPLACEMENT IF DAMAGED BY SNOW REMOVAL

- The Town does not replace mailboxes if the box is damaged by snow being discharged by the snowplow, if the plow does not come in contact with the mailbox or post.
- The Town does not replace plastic mailboxes. Plastic mailboxes in cold weather may become very brittle and are not suitable in our type of climate.
- The Town does not replace mailboxes that are in need of repair due to lack of maintenance or vandalism.
- The Town does not replace mailboxes if the front of the box extends past the curb line and is not at least 6 to 12 inches back from the curb line.
- The Town will only replace mailboxes if the Town's plow came in contact with a well-maintained mailbox or post.
- Mailboxes to be fixed will be put on a list and repaired when the Highway Department is back on a regular schedule and all weather related priorities are completed.
- The Town does not replace mailboxes that have rotten posts or spike type supports.
- Mailboxes will only be replaced with standard steel mailboxes, not to exceed \$10.
- Posts will only be replaced with pressure treated wooden posts, as shown below.

