



**DUNN COUNTY**  
*Wisconsin*

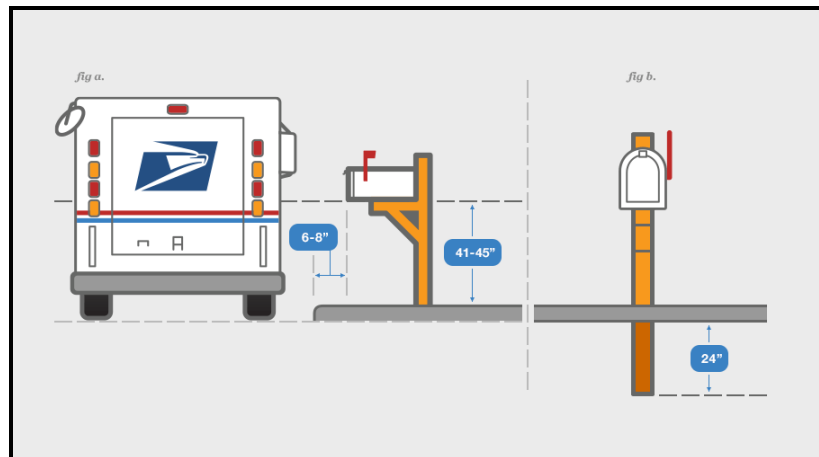


**Highway Department**  
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Menomonie, Wisconsin 54751  
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## **Dunn County - Mailbox Policy**

This policy is to address mailbox installation within the Dunn County Highway right-of-way and any damage claim by the owner of the mailbox as a result of Highway Department Operations.

Mailboxes are to be installed within the Highway right of way per the United States Postal Service Guidelines (<https://www.usps.com/manage/mailboxes.htm>). Mailboxes shall be installed with a 4" x 4" wooden post or a 2" diameter standard steel post at minimum of two feet back from the edge of the existing shoulder of the roadway. The box shall be located 41 - 45 inches above the grade of the shoulder with the front of the box when opened not extending onto the back of the shoulder of the road. In an area where there is curb and gutter, the front of the mailbox shall be placed at a height of 41 - 45 inches above the surface of the road and 6 - 8 inches behind the front face of curb.



The mailbox and post installed shall be maintained accordingly and be able to withstand the force of flying snow & slush from traffic and snow removal operations.

Dunn County Operators are trained to take precautions around mailboxes during plowing operations and it is not the intent to damage individuals property.

All mailbox damage claims from Highway Department operations will be reviewed by Highway Department Management Staff. If a mailbox or receptacle base is damaged by flying snow, slush and ice or is not placed at the proper distance and height from the roadway it will **not** be repaired or replaced by the Highway Department. If a mailbox is hit and damaged by Highway Department equipment by physical contact and cannot be fixed, it will be replaced with a standard metal box acceptable to the U.S. Postal Service. Decorative or other types of ornamental mailboxes will not be replaced in kind.

Highway Committee approval: December 14, 2022