



TOWN OF NORTH READING

Massachusetts

Department of Public Works

MAILBOX POLICY

Updated November 1 2017

Mailboxes installed in the Right-of-Way are placed at the owner's risk. In the event a Town owned snow plow makes direct contact with a mailbox, the property owner may file a claim with the Town's insurance company through the DPW or the Town Administrators Office. It shall be the responsibility of the homeowner to make any repairs or new installation.

The location and construction of mailboxes shall conform to the rules and regulations of the US Postal Service as well as standards set by the Town:

- 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 US Postal Service, usually between 3'6" and 4'0" above the roadway surface. The roadside face of the mailbox shall be offset from the edge of the travelled way or top edge of curb a minimum of 6-12 inches, or the width of 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.
- The owner shall be responsible to clear snow around the mailbox to ensure mail delivery by the US Postal Service.
- It is recommended in some cases where mailboxes could be prone to damage an additional post be installed in front or beside mailbox to prevent snow from damaging the mailbox.

IMPEDIMENTS

Any unauthorized structure or personal property which is in the right-of-way and is damaged by any snow plowing, sanding, or removal activity shall be the responsibility of the homeowners. These items include, but are not limited to: basketball hoops, bicycles, toys, fences and walls. Further, if such impediments are left in the right-of-way during the winter parking ban season, the Town may remove it without notification and shall not be responsible for the outcome of its condition. We ask for your assistance in removing these objects from the right-of-way during winter months in order to protect your personal property and make the plow routes safer for our drivers.

For more information, please contact the Department of Public Works at (978)-664-6060.