



**TOWN OF KITTERY**  
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**MAILBOX POLICY FOR THE TOWN OF KITTERY**

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For convenience and practicality, mailbox installations have been allowed within the right-of-way of Maine's public highways; however, it is important to recognize that such installations have two very important conditions:

- 1) The mailbox must be installed in accordance with applicable standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway; and
- 2) The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may even be held liable for injuries or damages that may have been incurred as a result.

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. In addition, if the mailbox is to be installed in an area with sidewalks, it is important to recognize that the sidewalks must continue to comply with ADA requirements. The following standards have nationwide relevance and were developed in cooperation with one another:

- The United States Postal Service (USPS) Mailbox Guidelines. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from your local post office or online at: <https://www.usps.com/manage/mailboxes.htm>
- American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: Erecting Mailboxes on Streets and Highways deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at: [https://bookstore.transportation.org/Item\\_details.aspx?id=1807](https://bookstore.transportation.org/Item_details.aspx?id=1807)
- American Disabilities Act (ADA). The most current version of the ADA Standards for Accessible Design set forth the minimum requirements to ensure facilities are readily accessible to and usable by individuals with disabilities. <http://www.ada.gov/regs2010/2010ADAStandards/2010ADASTandards.htm#c4>

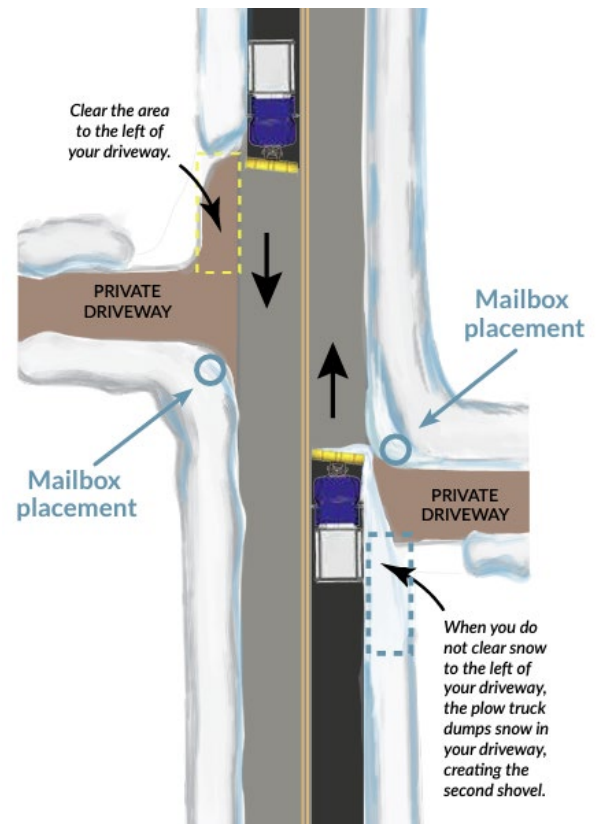
The Town has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Maine mailbox owners. Such compliance helps us ensure that we continue to provide safe, efficient, and accessible highways for all. The following pages further specify the details associated with mailbox height, location, offset, and post type to minimize the potential hazards and conflicts associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

# Town of Kittery Mailbox Installation Standards

The Town employs professional snow plow drivers that are trained to take all precautions to avoid striking mailboxes with the wing of the plow during winter plowing operations. Here are the standards regarding mailbox location, support design, offset, post type, and height to reduce the chances of damage.

## General Location:

Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off the snow plow, and improves the approach for your mail carrier. These diagrams further clarify this preferred placement:

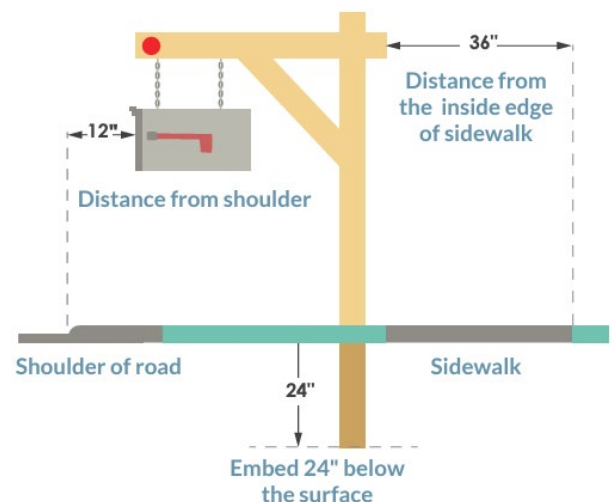


## Mailbox Support Design and Road Offsets:

In many cases, it is best to use an extended arm post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under the box without damage and provides easy access for your mail carrier. Place a red reflector on the arm at the point closest to the road to help your local snowfighter see and avoid your mailbox during winter storms.

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. The face of the mailbox should be at least one foot (1') back from the edge of the normally plowed surface of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox.

Mailboxes in sidewalk areas should leave at least 36" behind the back of the box or the post, whichever is located furthest from the road, to allow for sidewalk machine operations to clear snow from sidewalks.



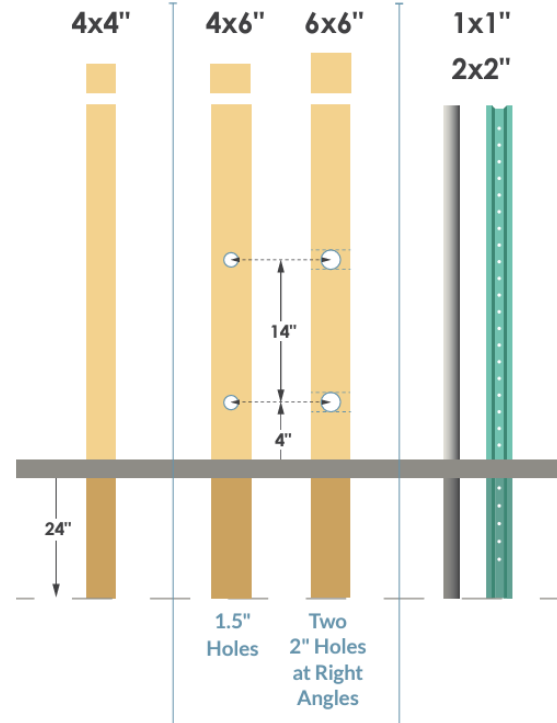
### Post Size, Type, and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions, however they cannot be so rugged that they present a hazard to vehicles that leave the road. **If a mailbox support is struck by a vehicle, it must easily break away.** Therefore, the following types of posts are recommended:

- 4" x 4" wooden posts embedded 2 feet into the ground. Larger wooden posts (4" x 6" or 6" x 6") may be used only if the post is drilled through with an appropriate spade bit to create a shear plane.
- 1" to 2" round diameter steel or aluminum pipe, or standard U-channel post embedded 2 feet into the ground.

Unacceptable mailbox supports include anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects).

Acceptable Mailbox Supports

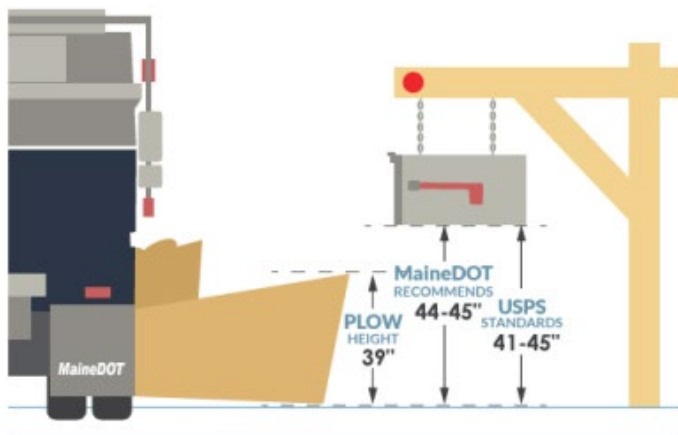


**NOTICE:** Mailboxes, attachments or support systems not consistent with this policy are considered **deadly fixed objects** and are in violation of Maine law (23 MRSA §1401-A). When the Town sees this type of installation, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the Town may remove the installation and seek reimbursement from the property owner for all costs.

### Mailbox Height:

According to USPS standards, a mailbox must be installed so the bottom of the mailbox is between 41-45" above the road shoulder. The Town recommends the height be closer to the 45-inch to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms.

MaineDOT recommends a height of 45 inches above the highway shoulder.



In the event your mailbox is damaged by the town plow we ask you to make any needed temporary repairs. If you are unable to make such repairs on your own, please call Public Works at (207) 439-0333 and we will attempt to repair or replace the mailbox as we deem appropriate and when time permits.

The Town will not replace or reimburse for custom made mailboxes, ornate posts or granite posts, etc., or existing mailboxes with rotted posts or in obvious poor existing condition.

***Your participation and cooperation in complying with these policies will be greatly appreciated by your rural carrier, postal service, and the Kittery Public Works Department.***