

**TOWN OF BERRY  
APPLICATIONS GUIDE  
Driveway and Field Road Permit and Approval Process**

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**Background and Purpose**

The purpose of the Applications Guide is to assist the applicant in applying for a driveway permit, field road permit, or trail access permit and also to assist the applicant in interpreting the Town's Driveway, Field Road and Right-of-way Ordinance 301.1. Ordinance 103.2, Town Plan Commission delegates to the Plan Commission the authority to conduct site reviews for driveway, field road and trail applications and to make recommendations to the Town Board concerning the permits. Where questions arise the applicant should inquire of the Plan Commission or Town Board.

**Process for Applying for a Driveway Permit and Receiving Approval of a Completed Driveway**

1. Choosing the location of the driveway. The applicant should read the Driveway Ordinance and in particular the sections on driveway slope restrictions and land slopes that may be disturbed before deciding where to locate a home, other building or a new driveway in the Town. In addition, visibility between a vehicle on the proposed driveway and vehicles on public roads must be adequate for safe entry onto and exit from public roads.
2. Application for a driveway permit. A completed Driveway Permit Application Form with all required attachments must be submitted to the Town Clerk. The Form is available from the Town Clerk or on the website. The required attachments must:
  - a. Identify the land which is the subject of the application and its owner; if the right to the driveway derives from an easement, provide a copy of the easement or describe it including a legal description;
  - b. Show the location of the driveway on a site map to scale. Entry into a town road, driveway segments that cross slopes greater than 20%, driveway segments within 30 feet of wetlands or marshy areas, and driveway segments within 10 feet of a parcel boundary must be located precisely;
  - c. Describe the soil types and slopes which the driveway will cross;
  - d. Illustrate and describe an erosion control plan;
  - e. Provide a copy of a shared driveway agreement, if applicable;

- f. Show existing or proposed zoning; and
  - g. Include an engineering plan, if required.
3. Scheduling and notification of the initial site evaluation inspection. When the Town Clerk determines that the applicant has completed all application requirements, the Clerk:
    - a. Schedules an initial site evaluation inspection by the Plan Commission (Site inspections will not be performed when the ground is covered by snow)
    - b. Gives all driveway application information and plans to Plan Commission and Town Board members
    - c. In the case of a shared driveway, notifies everyone who shares the driveway of the proposed construction and the scheduled site evaluation inspection
    - d. Notifies any adjacent property owners who may be affected by the construction of the proposed driveway of the scheduled site evaluation inspection
  4. Initial site evaluation inspection and recommendation. The Applicant must mark with stakes the centerline of proposed driveway, the location of the emergency vehicle turn around, the corners of building(s) to be served, and the locations of any culverts. The Plan Commission then conducts an on-site evaluation inspection of the proposed driveway. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.
  5. Board action. The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit as needed to assure compliance with the Ordinance.
  6. Permit Issuance. If the Town Board approves the application, a permit is issued by the Chair and Clerk by signing the permit. A building permit will not be issued until the applicant has received a driveway permit.
  7. Amending Permits. A property owner who finds it desirable to change the plan for his/her driveway may apply for an amended permit from the Town Clerk. The Highway Superintendent may approve changes within the Town right of way that, in his/her judgment comply with Section 5 of the ordinance and have a negligible effect on safety of the town road, drainage or erosion. The Highway Superintendent may approve changes outside the Town right of way that comply with Section 5 of the ordinance and that do not encroach on property boundaries, wet lands and where an engineering plan is not required. The Highway Superintendent may approve minor changes to an engineering plan bearing certification in accordance with Section 8 B of the ordinance. Other modifications of a permit shall require the same approval as a new permit application.
  8. Driveway Construction. Construction of the driveway for which a permit has been issued must be completed within 2 years following the issuance of a permit or the permit will expire. Completion occurs upon approval of the installed driveway by the Town Board. Once a permit is expired authorization to construct the driveway is revoked. A new permit may be applied for.

9. Final driveway approval. When the driveway has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the driveway at the next regularly scheduled site visit meeting of the Plan Commission. The Plan Commission meets at the site to ensure that driveway meets all specifications of the Ordinance. Refer to your copy of the Driveway Ordinance for the complete list. If the driveway does not meet all the specifications, the applicant will be given a list of deficiencies to be corrected. These deficiencies must be corrected before the applicant requests another driveway inspection. The process is finished once the Plan Commission recommends to the Board that the driveway has passed a final inspection and the Board approves the finished driveway.

**Process for Application and Approval of Field Road Access Across the Town Right-of-way.**

1. Application for a Field Road Access Permit. The Applicant fills out an application form and attaches the following required items:
  - a. Exact location of the center of the proposed field road entrance onto the Town road. Location may be provided by a legal description of the location or by direction and distance along the Town road from an existing permanent object.
2. Inspection and Approval of Field Roads.
  - a. Scheduling of site evaluation inspection. When the Town Clerk determines that the applicant has completed all application requirements, the Clerk schedules a site evaluation inspection by the Plan Commission. Site inspections will not be performed when the ground is covered by snow. The Clerk provides all application information to Plan Commission and Town Board members.
  - b. Site evaluation inspection and recommendation. Before the site evaluation inspection by the Town, the applicant marks the location of the proposed field road access with stakes at both ends of the proposed culvert. The Plan Commission then conducts a site evaluation inspection of the proposed field road access. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.
  - c. Board action. The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit.
3. Final inspection and approval of finished field road accesses. When the field road access has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the field road access at the next regularly scheduled site visit meeting of the Plan Commission. The Plan Commission inspects the field road access to ensure that the access and culverts are installed according to plans and other provisions of the permit and that they meet the requirements of the Ordinance. The Plan Commission recommends to the board that the field road passes or does not pass the final inspection. When the Board gives final approval the process is finished.

**Process for Application and Approval of a Trail Access Across the Town Right-of-way.**

1. Application for a Trail Permit. The Applicant fills out an application form and attaches the following required items:
  - a. Exact location of the center of the proposed trail entrance onto the Town road. Location may be provided by a legal description of the location or by direction and distance along the Town road from an existing permanent object.
2. Inspection and Approval of Trails.
  - a. Scheduling of site evaluation inspection. When the Town Clerk determines that the applicant has completed all application requirements, the Clerk schedules a site evaluation inspection by the Plan Commission. Site inspections will not be performed when the ground is covered by snow. The Clerk provides all application information to Plan Commission and Town Board members.
  - b. Site evaluation inspection and recommendation. Before the site evaluation inspection by the Town, the applicant marks the location of the proposed trail access with stakes at both ends of the proposed culvert. The Plan Commission then conducts a site evaluation inspection of the proposed trail access. At its next regularly scheduled meeting, the Plan Commission considers all plans and other information supplied by the applicant and makes a recommendation to the Board. The Plan Commission may make a recommendation of approval or denial to the Board and may also recommend that restrictions or conditions be placed on the permit if approved.
  - c. Board action. The Town Board approves or rejects the application. The Board may also place additional restrictions or conditions on the permit.
3. Final inspection and approval of finished trail accesses. When the trail access has been completed, the Applicant informs the Clerk. The Clerk schedules a final inspection of the trail access at the next regularly scheduled site visit meeting of the Plan Commission. The Plan Commission inspects the trail access to ensure that the access and culverts are installed according to plans and other provisions of the permit and that they meet the requirements of the Ordinance. The Plan Commission recommends to the board that the trail passes or does not pass the final inspection. When the Board gives final approval the process is finished.

## **Appendix A: Application Forms**

1. Permit Application Form for Driveway Construction
2. Permit Application Form for Field Road Access Construction
3. Permit Application Form for Trail Access Construction



www.townofberry.org

9046 State Road 19, Mazomanie, WI 53560, 608-767-4152, twnberry@chorus.net

**DRIVEWAY CONSTRUCTION PERMIT APPLICATION**

**Applicant:** Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Site Location / Nearby Roads: \_\_\_\_\_

Parcel #: \_\_\_\_\_

My signature below indicates that:

**I have received** a copy of the Driveway, Field Road and Right-of-Way Ordinance 301.1 and the Applications Guide, and that

**I have attached** the information as requested for a driveway permit, and that

**I agree to construct** the driveway in accordance with the Driveway, Field Road and Right-of-Way Ordinance and to follow any additional requirements as approved by the Town Board, and that

**I have paid** the application fee of \$300.00 to the Town Clerk/Treasurer, and that

**I hereby give permission** to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the Town Board to enter the property in order to evaluate the site of the proposed driveway and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-Way Ordinance.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board decision:** Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Culvert required in right-of-way Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Engineering Plan required? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Requirements? Yes \_\_\_\_\_ if yes see attached requirements No \_\_\_\_\_

Driveway construction must begin by Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Driveway Permit expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit issued by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit issued by: Clerk Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk**

Final inspection approval by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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**FIELD ROAD CONSTRUCTION PERMIT APPLICATION**

**Applicant:** Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Site Location / Nearby Roads: \_\_\_\_\_

Parcel #: \_\_\_\_\_

My signature below indicates that:

**I have received** a copy of the Driveway, Field Road and Right-of-Way Ordinance 301.1 and the Applications Guide, and that

**I have attached** the information as requested for a field road permit, and that

**I agree to construct** the field road in accordance with the Driveway, Field Road and Right-of-Way Ordinance and to follow any additional requirements as approved by the Town Board, and that

**I have paid** the application fee of \$25.00 to the Town Clerk/Treasurer, and that

**I hereby give permission** to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the Town Board to enter the property in order to evaluate the site of the proposed field road and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-Way Ordinance.

**Applicant Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board decision:** Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Culvert required in right-of-way Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Additional Requirements? Yes \_\_\_\_\_ if yes see attached requirements No \_\_\_\_\_

Permit issued by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit issued by: Clerk Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk**

Final inspection approval by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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### TRAIL PERMIT APPLICATION

**Applicant:** Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Site Location / Nearby Roads: \_\_\_\_\_

Parcel #: \_\_\_\_\_

My signature below indicates that:

**I have received** a copy of the Driveway, Field Road and Right-of-Way Ordinance 301.1 and the Applications Guide, and that

**I have attached** the information as requested for a trail permit, and that

**I agree to construct** the trail in accordance with the Driveway, Field Road and Right-of-Way Ordinance and to follow any additional requirements as approved by the Town Board, and that

**I have paid** the application fee of \$25.00 to the Town Clerk/Treasurer, and that

**I hereby give permission** to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the Town Board to enter the property in order to evaluate the site of the proposed trail and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-Way Ordinance.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board decision:** Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Culvert required in right-of-way Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Additional Requirements? Yes \_\_\_\_\_ if yes see attached requirements No \_\_\_\_\_

Permit issued by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit issued by: Clerk Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk**

Final inspection approval by: Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Appendix B: Fee Schedule**

1. Administrative Fees Policy 113.4

## 113.4 Administrative Fees Policy

- I Special Meeting of the Town Board
- II Driveway, Field Road and Trail Permit Applications
- III Zoning Change Applications
- IV Liquor Licenses
- V Dog Licenses
- VI Document Copies and Searches

### SECTION I – SPECIAL MEETING OF THE TOWN BOARD

The Town may engage the services of an engineer, attorney, planner or other expert to advise the Town on the merits of a petition or request, and the petitioner shall reimburse the Town for all such expenses incurred. If a special meeting of the Town Board is requested by a petitioner to meet a deadline, the petitioner shall pay a base fee.

**Base Fee**  
\$250

### SECTION II – DRIVEWAY, FIELD ROAD AND TRAIL ACCESS PERMIT APPLICATIONS

	<b>Base Fee</b>
Driveway Permit	\$300
Field Road Access Permit	\$25
Trail Access Permit – When modifying right-of-way	\$25
Fee for each subsequent inspection for non-complying driveways when more than 3 inspections are required	\$200

### SECTION III – ZONING CHANGE APPLICATIONS

	<b>Base Fee</b>
Pre Application Concept Review by Plan Commission	No Charge
Pre Application Site Visit	\$100/Nonrefundable*
*Credited against subsequent petition to amend	
Petition to amend Zoning Maps in Industrial and Commercial	\$800
Petition to amend Zoning Maps in All Other Districts	\$650
Request to Rezone from the Exclusive Agriculture District (EA)	Base Fee plus \$100
Application involving Shoreland-Wetland or Inland-Wetland Districts	Base Fee plus \$125
Farmland Preservation Zoning Conversion Fee for Exclusive Agriculture Zoning District (EA) or A-3 (AG)	Base Fee plus \$55/Acre
Petition to amend Exclusive Ag (EA) to Single Family Residential (SFR) or Agricultural (AG)	\$265
Conditional Use for primary farm in Exclusive Ag District (EA)	\$265
Residential Conditional Use	\$550 plus \$36 Digital Mapping Maintenance Fee
Communication Tower Conditional Use	\$3,200 plus \$36 Digital Mapping Maintenance Fee
Mineral Extraction Conditional Use	\$1,200 plus \$36 Digital Mapping Maintenance Fee

Variance	\$450
Appeal to the Board of Adjustments	\$350
Zoning Certificate under Wisconsin Farmland Preservation Act	\$30/Each
Administrative Determination of navigability of any Lake, Pond Flowage, River or Stream	\$125
Administrative Determination of Flood Plain Status	\$125
Preliminary Density Study	\$100
General Development Plan (GDP)	\$400 plus \$5/Acre
Amend previously approved GDP or for review of Specific SIP	\$1,000
Rural Planned Unit Development District	\$500 Initial GDP \$500 Amendment or SIP
Additional fees to correct application errors or unusual application requests will be assessed to the application based on actual cost for the administrative services	Actual Cost

**SECTION IV – LIQUOR LICENSES**

	<b>Base Fee</b>
Class B Retailer’s Fermented Malt Beverage (beer)	\$100
Class B Intoxicating Liquor	\$200
Operator’s License	\$5
Cigarette & Tobacco Products Retail License	\$5

**SECTION V – DOG LICENSES**

	<b>Base Fee</b>
Multiple Dog License	\$42
Neutered or Spayed Dog	\$12.50
Not Neutered or Spayed Dog	\$17.50
Delinquent Fee	\$5

**SECTION VI – DOCUMENT COPIES AND SEARCHES**

	<b>Base Fee</b>
Photo Copies 8 ½ x 11, 8 ½ x 14, or 11 x 17	\$0.25/Sheet
Larger Sizes	Actual Printing Cost
Audios	Actual Cost plus Device
Postage	Actual Cost
Computer Records	\$0.25/Sheet
Research Time	First \$50 is Free, \$19/Hour thereafter
Title Searches	\$25/Parcel Number

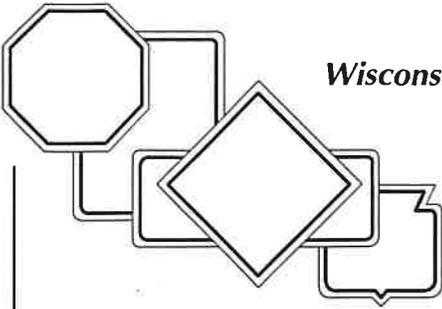
Dated this 18<sup>th</sup> day of December, 2017

Attest: Brenda Kahl  
Brenda Kahl, Clerk/Treasurer

Posted: December 19, 2017  
Anthony Varda  
Anthony Varda, Chair

## **Appendix C – Mailbox and installation information**

1. Wisconsin DOT Mailbox Safety



## Mailbox Safety

There are 30 to 35 million rural and suburban mailboxes in this country. These mailboxes must accommodate both the owner and the mail carrier. However, safety considerations are often overlooked. This bulletin describes improper and unsafe mailbox installation and discusses proper installation and siting. At the end is a list of points to be covered in a local mailbox ordinance.

Although crash reports related to mailboxes are sketchy, the limited data available suggests that 70 to 100 highway deaths in the U.S. each year could be attributed to mailboxes. This data relates the construction of the mailbox system, and especially its support, to the severity of the accident.

The Department of Transportation Division of Highways surveyed mailbox-related crashes in Wisconsin. In 1987 alone, there were over 1700 crashes involving mailboxes that resulted in 144 injuries and two deaths. Improper support systems, such as milk canisters or barrels filled with concrete, were most significant in crashes where there were injuries. Improper placement was most significant in non-injury crashes.

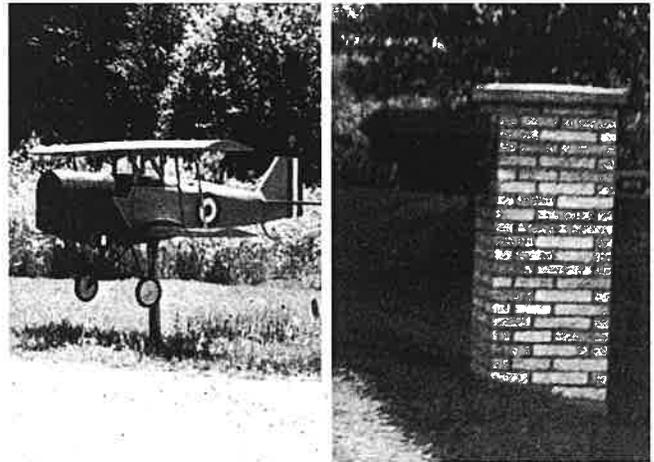
Weak attachments between box and post are another hazard. These may permit the box to penetrate the car's passenger compartment. Multiple mailboxes on a single support, or placed too close together, can also be hazards.

### Hazardous mailbox installations

Most curb or roadside mailboxes are relatively simple and unlikely to pose a serious crash threat to vehicles. These are relatively lightly constructed on supports which will easily break off, posing little harm to the vehicle. What threat they may pose is from the box parting from the post and entering the passenger compartment.

The U.S. Postal Service has some requirements for the mailbox and its height, but does not regulate installa-

tion. It approves only certain types of boxes and requires that they be installed with the box bottom 42 inches to 48 inches above the ground. Local postal representatives will review the box location for carrier access and safety and will make verbal recommendations. They have not become involved in structure and installation of the box. Thus the nation's highways are lined with multitudes of installations, some of which are highly hazardous obstacles.



*Heavy ornamental mailbox installations may be roadside hazards.*

It is the heavy, ornamental or multiple installations that can be lethal roadside obstacles. Masonry installations, large receptacles filled with sand or concrete, metal posts larger than 1 1/2 inches inside diameter, and wood posts larger than a nominal 4 inches square or 4 inches diameter, are a hazard.

Such ornamental mailboxes as old plows, wagon wheels, and comic installations such as "air mail delivery" (a non-functional box on an extra high post) are hazards or obstacles. More than two boxes mounted on a single support, or installed too close together, can be hazardous even if supports are light-weight. Crash

tests show that when more than two mailboxes are mounted together, some of the boxes can penetrate the passenger compartment. The use of a plank to mount several mailboxes is especially hazardous.

### Guidelines for safe installation

It is best to keep the entire mailbox installation as light weight as possible. This permits a vehicle crashing into it to break off the mailbox with less damage to the vehicle. The heavier the installation, the less likely it will move instantaneously, causing more damage to the vehicle and injury to its occupants.

For safer mailboxes, follow four basic guidelines:

- Use support posts which will easily break off or move out of the way.
- Mount no more than two mailboxes on one support post.
- Attach the mailbox firmly to the support post using adequately strong bolts and plates.
- Consider roadside conditions in selecting a site.

### Supports

The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. The following are recommended standards for supports which ensure that they will break away on impact:

- Pipes should be 1 1/2 inch inside diameter or less.
- Square wood supports should not be larger than 4 inches by 4 inches nominal. Round wood posts should not be larger than 4 inches in diameter.
- Metal channel posts should not weigh more than 2 pounds per foot.
- Imbed supports no more than 24 inches into the ground and do not imbed them in concrete.
- Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal post or pipe with 2 3/8 inch (nominal) muffler clamps. The Federal Highway Administration has published *Accepted Safety Hardware*. For more information contact the State Division Office of the Federal Highway Administration.

### Multiple installations

Mount no more than two mailboxes on a single support. Separate the supports a distance apart which equals three-quarters of the height of the post above ground (Figure 1). Thus boxes mounted four feet above ground should be at least three feet apart (post center to post

center). Figure 2 shows an alternate type multiple box system.

### Support construction

Use U.S. Postal Service approved mailboxes. The AASHTO (American Association of State Highway and Transportation Officials) publication, *A Guide for Erecting Mailboxes on Highways*, contains detailed plans for mailbox assemblies and location. Insuring a firm mailbox-to-post attachment is one of the most important safety considerations.

Figures 3 and 4 show examples of a cantilever mailbox installation. While the cantilever design is helpful to snow removal operations it may cause the mailbox to impact a vehicle at the windshield. Raising the support arm height and firmly suspending the box below may be another way to lessen the windshield damage.

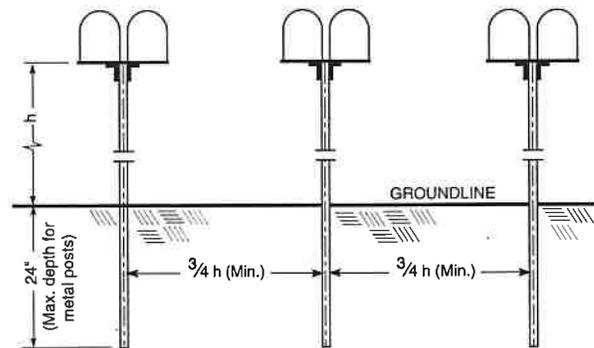


Figure 1: Spacing for multiple post installations

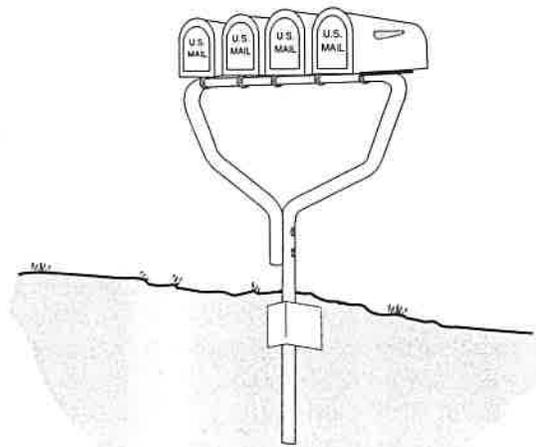


Figure 2: Suggested multiple box support system



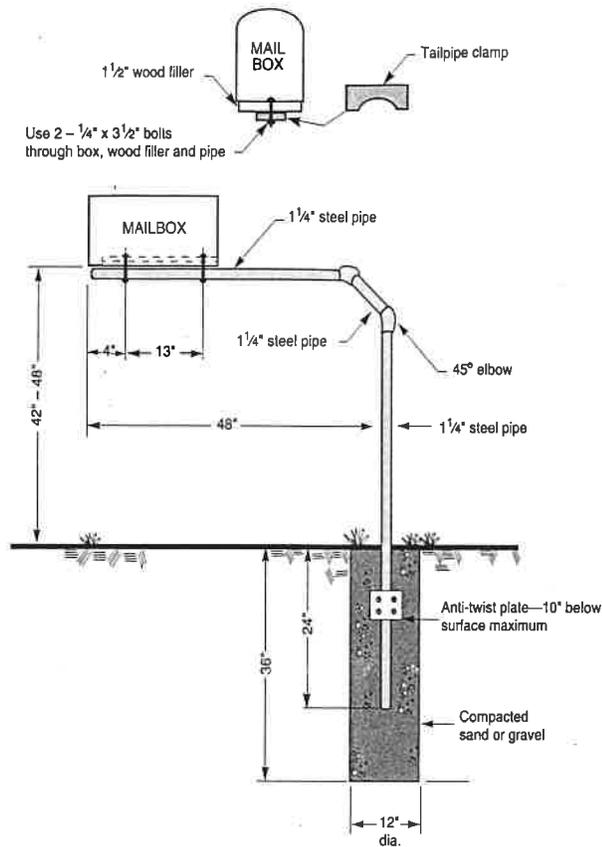


Figure 3: Example of a steel pipe cantilever mailbox support

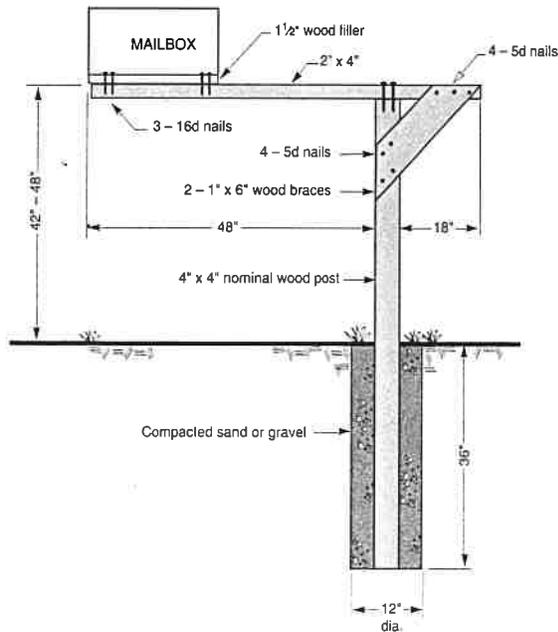


Figure 4: Example of a wood cantilever mailbox support

## Siting mailboxes

In Wisconsin snow removal operations frequently conflict with mailboxes. Several local agencies have developed a standard for mailbox installations which has been successful in reducing the number of mailboxes damaged or demolished by snow plows. The standard is published in local papers (Figure 5).

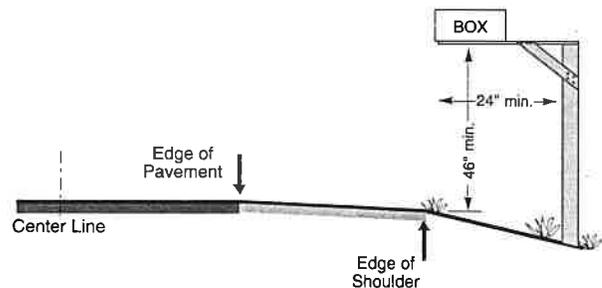
They recommend placing the box on a 24-inch minimum arm, at a minimum height of 46 inches. The front of the box should be aligned with the outside edge of the shoulder.

Locating mailboxes along the roadside is complicated by many factors other than snow removal. These require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills and vegetation; and utility poles, guardrails, nearby bridges, and other physical installations.

## NOTICE

### Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.



Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

By order of the \_\_\_\_\_  
and with the approval of the U.S. Postal Service.

\_\_\_\_\_ Highway Commissioner  
\_\_\_\_\_ Postmaster

Figure 5: Sample mailbox notice

