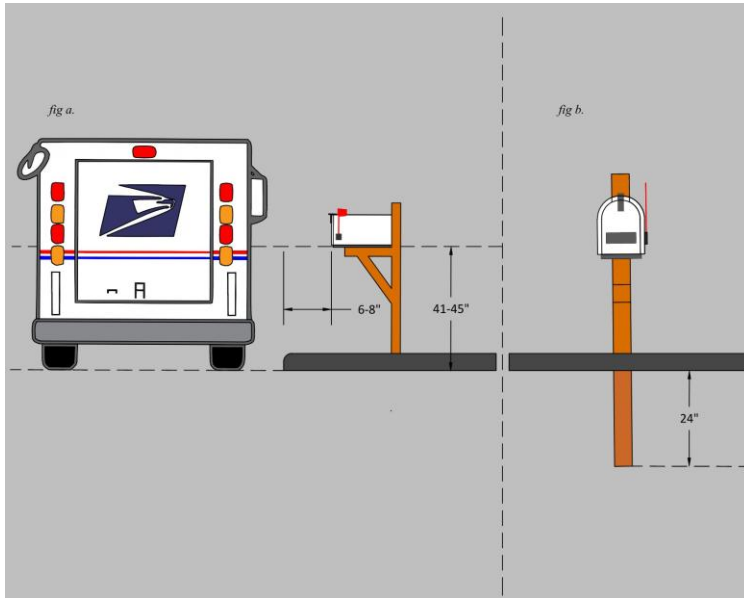
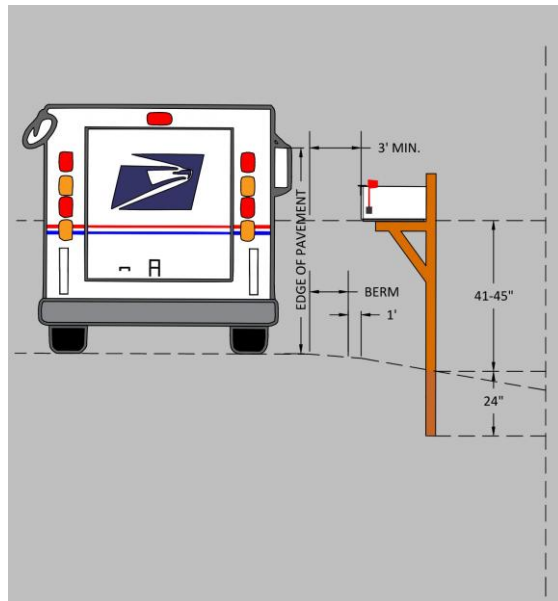


**Here are some helpful guidelines to follow when placing your Mailbox:**

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, place your mailbox 3' (36") MIN. postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.



**MAILBOX INSTALLATION REQUIREMENTS WITH RAISED CURB**



**MAILBOX INSTALLATION REQUIREMENTS WITHOUT RAISED CURB**

## Union County Engineer

### Requirements for

## INSTALLING MAILBOXES



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# REQUIRMENTS FOR INSTALLING MAILBOXES

Mailboxes represent obstructions within the road right-of-way and hazards to the travelling public.

The purpose of this policy is to encourage mailbox installations, which minimize the hazard to the travelling public.

The following specifications and the standard drawing represent the recommended mailbox installation to be used along county roads.

## MATERIALS

Wood posts shall be nominal 4" X 4" square or 4 ½" diameter round.

Steel posts shall be nominal pipe size 2" in diameter.

Hardware (plates, screws, bolts, etc.) shall be commercial grade galvanized steel.

## SETTING POSTS

Posts shall be set in compacted earth or driven into the ground and shall NOT be encased in concrete.

## MOUNTING BOXES

Support hardware shall accommodate either a single or a double mailbox installation. No more than two boxes shall be mounted on a single post.

The mailbox shall be securely attached to the post.

The roadside face of the mailbox shall be no closer than 3 feet from the edge of pavement.

## LOCATION

Check with your local postmaster to determine which side of the road your mailbox must be located for mail delivery service to your address.

Irwin	937-349-2121
East Liberty	937-666-4292
Marysville	937-642-1961
Milford Center	937-349-2061
Mt. Victory	937-354-4081
North Lewisburg	937-747-2278
Ostrander	740-666-7345
Plain City	614-873-4004
Raymond	937-246-2561
Richwood	740-943-2033
West Mansfield	937-355-4001

## ADDRESS NUMBERS

Address numbers make finding your residence easier for emergency vehicles and rural mail carriers alike.

Reflective address numbers offer the best visibility after dark.

Reflective address sign kits may be available at the following locations:

Allen Twp. Fire Dept.	937-642-5536
Jerome Twp. Fire Dept.	614-873-8990
Liberty Twp. Fire Dept.	937-246-2156
Northern Union County Fire & EMS	

	740-943-2715
Sheriff (Senior Citizens Only)	937-645-4110