



# Mail Boxes and Newspaper Delivery Boxes

## Navajo County Regulation

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on Navajo County's rights-of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under *A.R.S. §28-7053*.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Navajo County Public Works Department. Standards for the location and construction of mailboxes are available from:

<https://www.usps.com/manage/mailboxes.htm>

Or by request from:

*Navajo County Public Works Department  
P.O. Box 668, 100 W Public Works Drive  
Holbrook, AZ 86025*

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of the County Engineer, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

## Location

### General Placement

The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 39 inches to 48 inches above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum distance of the greater of the following:

- a) 8 feet where no paved shoulder exists and shoulder cross-slope is 13 percent or flatter; b) the width of the all-weather shoulder present plus 8 inches to 12 inches

### Exception

Exception to the lateral placement criteria above will exist on residential streets and certain designated rural roads where the Public Works Department deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of the curb a distance between 6 inches and 12 inches. On residential streets without curbs or all-weather shoulders and carrying low-traffic



volumes operating at low speeds, the roadside face of a mailbox shall be offset between 8 inches and 12 inches behind the edge of pavement

### **Very Low-Volume Rural Roads**

Rural roads falling under this classification with low-operating speeds, the Public Works Department may find it acceptable to offset mailboxes a minimum of 7 feet from the traveled ways and under some low-volume, low-speed conditions may find clearances as low as 30 inches acceptable.

### **Driveway Entrances, intersections, and Guardrails**

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 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

## **Structure**

### **Mailbox Material**

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.

### **Mailbox Limits**

No more than two (2) mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

### **Posts/Supports**

Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.

A single 4 inch diameter or 4 inch by 4 inch wooden post or a metal post with a strength no greater than a 2 inch diameter standard strength steel pipe (schedule 40) and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post



shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. The exact support hardware dimensions and design may vary, such as having a two-piece platform bracket, or alternative slot and hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground line.



## Guidelines for Lateral Placement of Mailboxes

Highway Type and Traffic Conditions	Width of All-Weather surface of Turnout or Available Shoulder at Mailbox		Offset between Roadside Face of Mailbox and Edge of Turnout or usable Shoulder (inches)	
	Preferable	Min	Preferable	Min
Rural Highway ADT over 10,000	12 ft	10 ft	8 to 12 inches	0
Rural Highway ADT 1,500 to 10,000	12 ft	8 ft		
Rural Highway ADT 100 to 1,500	10 ft	8 ft		
Rural Road ADT under 100	8 ft	6 ft		8 inches <sup>1</sup>
Residential Street without curb or all-weather shoulder	6 ft	0 ft		
Curbed residential Street	Not Applicable		8 to 12 inches behind traffic face of curb	8 inches behind traffic face of curb

ADT = Average Daily Traffic

<sup>1</sup>If a turnout is provided, this may be reduced to zero.

1. Mailbox installation shall be in conformance with US Postal Service requirements and shall require a permit if the installation is within the roadway prism as herein defined. Mailboxes shall be installed in a configuration, manner, and location that does not constitute a traffic hazard. Navajo County reserves the right to reject and remove at owner's expense any mailbox installation that interferes with the safe use of the roadway.
2. Mailboxes within the roadway prism shall be installed in accordance with USPS Form 4056, and the AASHTO, "A Guide for Erecting Mailboxes on Highways." Mailbox supports shall not exceed strength of a 4 inch by 4 inch wood post, a 2" standard strength steel pipe, or 2 lb/ft steel "U" post embedded 2 feet in the ground. Mailbox supports shall not be set in concrete and the mailbox should not separate from the support upon impact.