

# From the United States Postal Service

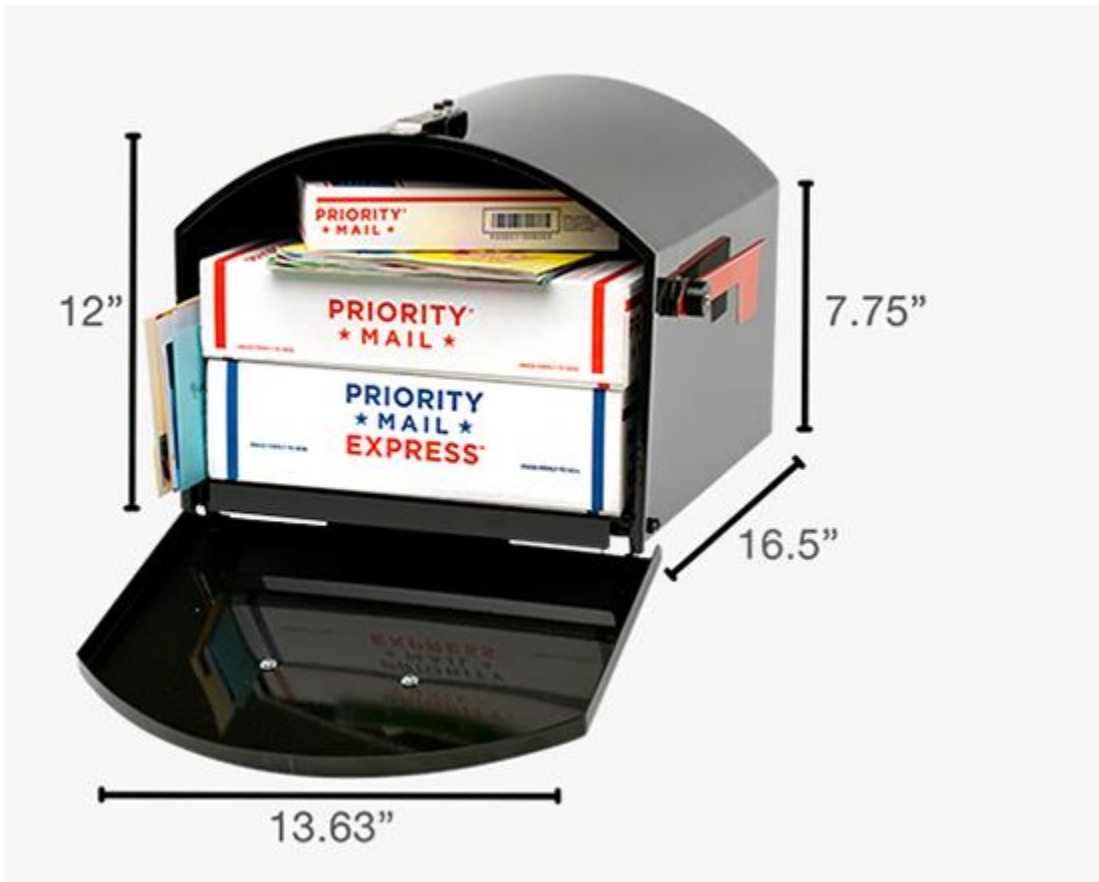
## Curbside Mailboxes

### Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own mailbox or buy a custom-made one, it must meet the PMG standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

To get drawings and measurements for building your own mailbox, write to [US Postal Service Engineering](#).

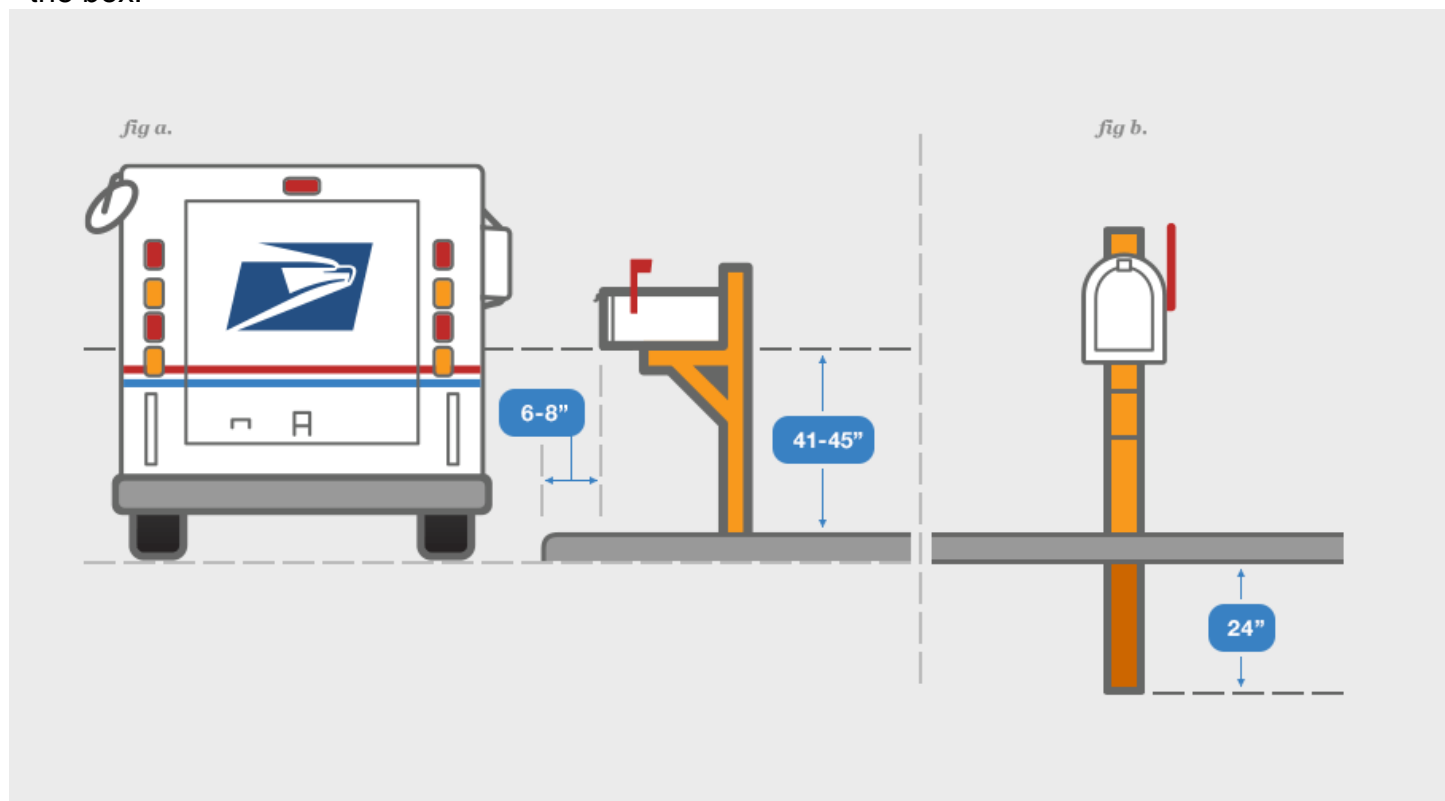
Want to buy a mailbox big enough for packages? See the "Next Generation Mailbox" below:



# Where to Place the Mailbox

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, contact your local 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.



## Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

# Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loose hinges on the door
- Take care of rusty or loose parts
- Replace missing or faded house numbers
- Keep the path to your mailbox clear

## May 17-23

The **U.S. Postal Service** is asking homeowners to inspect and repair their mailboxes during **Mailbox Improvement Week, May 17-23**. Repairing suburban and rural mailboxes improves the appearance of the community and makes delivering and receiving mail safer for carriers and customers.

## Town of Ellington Mailbox Replacement Policy

### Mailboxes

“Mailboxes should be inspected before the ground freezes so that any rotted or damaged posts can be repaired, please check to see that your mailbox is securely fastened to the post. Mailboxes that are damaged by the snow load will not be repaired by the Town. The post to the mailbox should be 3.5 to 4 ft. back from the curb and the face of the box 12 inches from the curb. If you have questions, please call the Department of Public Works at 860-870-3140 or email the department.”



# Mailbox Protection

The Town recommends adding/installing a snow shield on the leading side of your mailbox to protect it from the snow load as snow is cleared from the roadway.

There are also specially designed “Break-away” mailboxes & posts that can reduce damage to the mailbox during storm cleanup.



Town plow trucks are to maintain 20 mph or less during plowing/treating activities. At this speed snow can have high velocity. Please protect your mailbox from the weight of the snow. Damage from the snow alone is NOT the responsibility of the Town. Only when the plow/truck contacts the mailbox will the Town replace a damaged mailbox. If you think that a driver’s speed was the issue, please contact Ellington Department of Public Works (860-870-3140) and we will review the GPS tracking. Speed-related damage will be assumed by the Town. A standard mailbox and post will be installed; if you have a non-standard mailbox/post and prefer it be replaced with a like unit, please contact the Town Clerk to file a claim; 55 Main Street, P.O. Box 187, Ellington, CT 06029.