

Town of Oconto Falls, Oconto County, Wisconsin
Policy #13
Mailbox and Roadside Receptacle Policy
Mailbox and Roadside Receptacle Replacement Policy

This policy addresses mailbox and roadside receptacle installation by the property owner and replacement due to damage by Town of Oconto Falls highway equipment.

Mailboxes and roadside receptacles are defined as any container used for the delivery of mail, newspapers, and other printed materials, along Town of Oconto Falls road right-of-way.

The mailbox or receptacle base shall be placed two feet from the back of the shoulder of the road; the box shall be 46 inches above the grade of the shoulder, and the front of the box shall not extend beyond the back of the shoulder of the road. The mailbox or receptacle base should be able to withstand flying snow and slush from traffic and snowplows.

According to the Division of Highways and Transportation Department there are several alternative methods for installing single mailboxes: An acceptable support for a mailbox includes wood posts 4" x 4" square or 4.5" in diameter. Soft metal conduits which are 1.5" to 2.5" in diameter are also acceptable. These supports should be embedded no more than 24" into the ground. These are additional support systems which allow the mailbox to swing if struck. On either of these two types of supports a mailbox may be mounted.

If a mailbox is physically hit and damaged by a snowplow or other piece of equipment, it will be replaced with a metal or plastic box acceptable to the U.S. Postal Service. Decorative or other types of ornamental mailboxes will not be replaced in kind.

If a mailbox or roadside receptacle is damaged due to flying snow or slush from traffic or snowplows, the incident will be investigated by the Town of Oconto Falls Chair and he/she will determine fault.

If it is determined the damaged mailbox or roadside receptacle did not meet the required setbacks mandated by this policy before damage, the Town of Oconto Falls will not replace the mailbox or roadside receptacle.

Adopted this 13th day of May, 2024.

Susan L Mogged, clerk