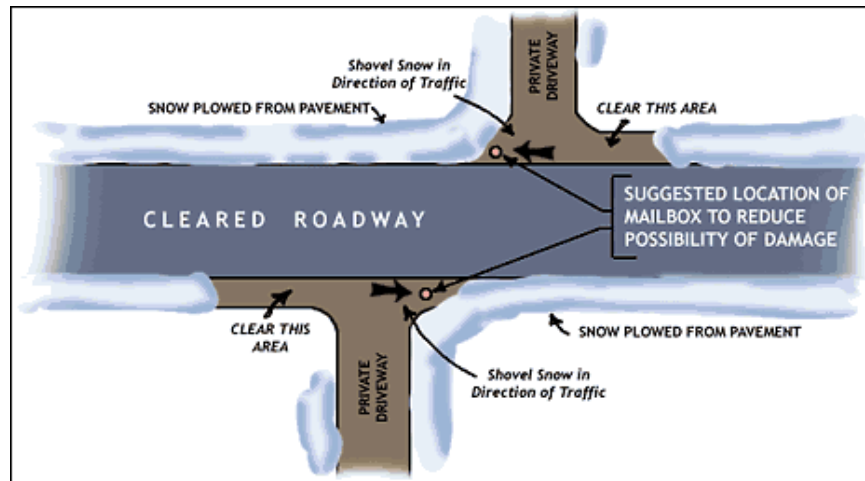
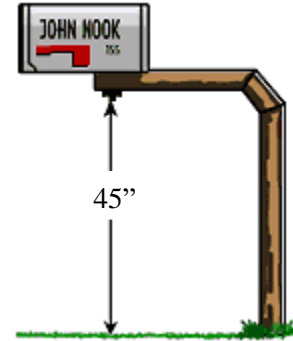


## Mailbox Guidelines

Our plow drivers are warned to take all precautions to avoid striking mailboxes with the wing of the plow. Below are some tips for mailbox placement to help reduce the chances of damage during winter plowing:

- Place reflective material on the side of the box visible to approaching traffic, also, 4" high letters to identify the address is recommended to assist emergency vehicles.
- Mailbox post size must not exceed 6" by 6" for a wooden post or 2" diameter for a steel pipe post for roadside barrier safety. Posts that are more substantial in construction are considered "deadly fixed objects" and are not permitted within the Town Way.
- Mailboxes should be installed at least 45 inches high to provide clearance for the plow wing as shown in the picture on the right. We recommend the use of an extended arm type of post with a free-swinging suspended mailbox as shown on the picture to the right. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.
- Below you will find a sketch showing the recommended location for your mailbox. Placing the mailbox on the side of your driveway away from approaching traffic will allow our driver to properly clear the roadway and to get as close as possible to your mailbox to minimize the amount of shoveling you will have to do to clear the mailbox for the postal carrier.



- For uncurbed roadways set the mailbox back a minimum of 36 inches from pavement to provide the maximum possible roadway clearance.
- For curbed roads the face of the mailbox should be 12 inches back from the curb face.  
*Your participation and cooperation in complying with the above will be greatly appreciated by your rural carrier, postal service, and Richmond Public Works Department.*  
In the event your mailbox is damaged by the town plow we ask you to make any needed temporary repairs. If you are unable to make such repairs on your own, please call Public Works at 737-2035 and we will attempt to repair or replace the mailbox as we deem appropriate and when time permits in the Spring. Newspaper boxes will not be repaired or reset by the town in any event. The town will not replace or reimburse custom made mailboxes, ornate posts or granite posts, etc., or existing mailboxes with rotted posts or in obvious poor existing condition. State of Maine law views mailboxes as an encroachment in the public way put there at the Owner's risk and municipalities are not legally liable for any damage or repairs to mailboxes due to plowing operations.