

Resolution 12172025
Damaged Mailbox Post Policy

WHEREAS, the Board of Supervisors for the Township of Helena is the Local Road Authority, and

WHEREAS, mailboxes and mailbox posts are regulated by the United States Postal Service, and

WHEREAS, the Board of Supervisors have required uniform swing-away mailbox posts when a new mailbox location is being added at the time of new home construction and when a road construction, reconstruction projects are ordered within the Township, and when a mailbox post is being replaced, and

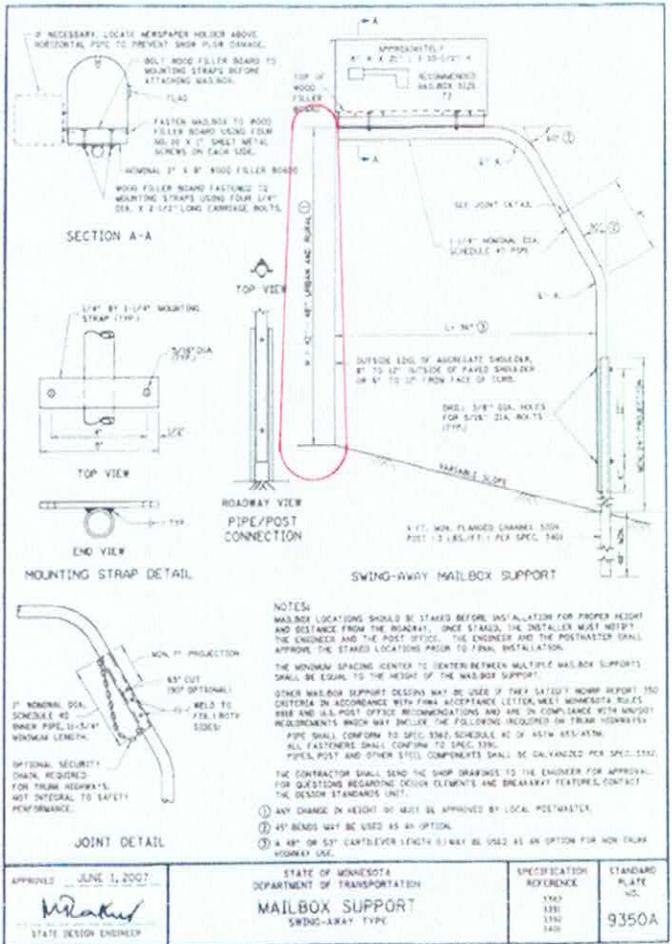
WHEREAS, the County of Scott requires uniform swing-away mailbox posts along county road construction and reconstruction projects, and

WHEREAS, it is very challenging and difficult for snowplow operators, road graders, ditch mowers, and other maintenance workers to work around non-conforming mailbox posts, which sometimes causes damage to the non-conforming mailbox posts and attached mailboxes,

THEREFORE BE IT RESOLVED, when a swing-away mailbox post is damaged by an action by the Township or its assigns, the repair or replacement will be made at the expense of the Township or its assigns, and

BE IT FURTHER RESOLVED, when a non-conforming mailbox post and/or mailbox is damaged by the Township or its assigns, the repair or replacement will be at the expense of the property owner, and

FINALLY BE IT RESOLVED, the standards for the conforming swing-away mailbox post is described within this Resolution in the illustration to the right.

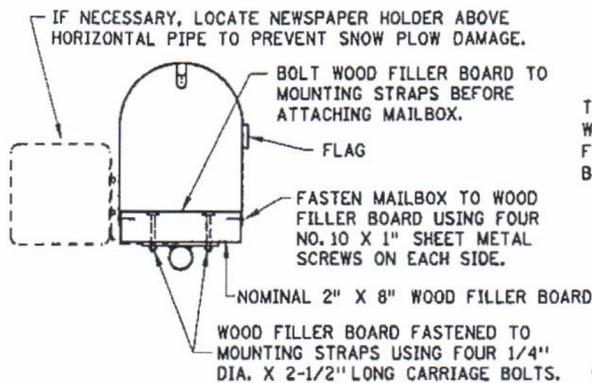


Adopted this 17th day of December, 2025.

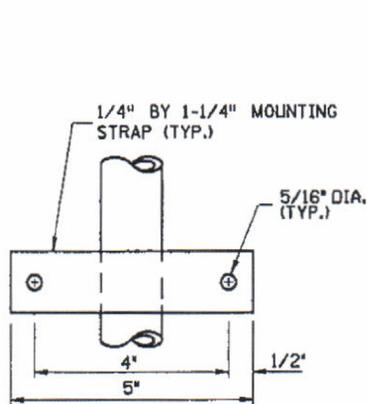
Edward Nytes
Chairperson Edward Nytes

Attested by:

Heather Taylor DuCharme
Clerk Heather Taylor DuCharme



SECTION A-A



TOP VIEW

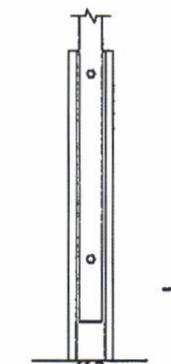


END VIEW

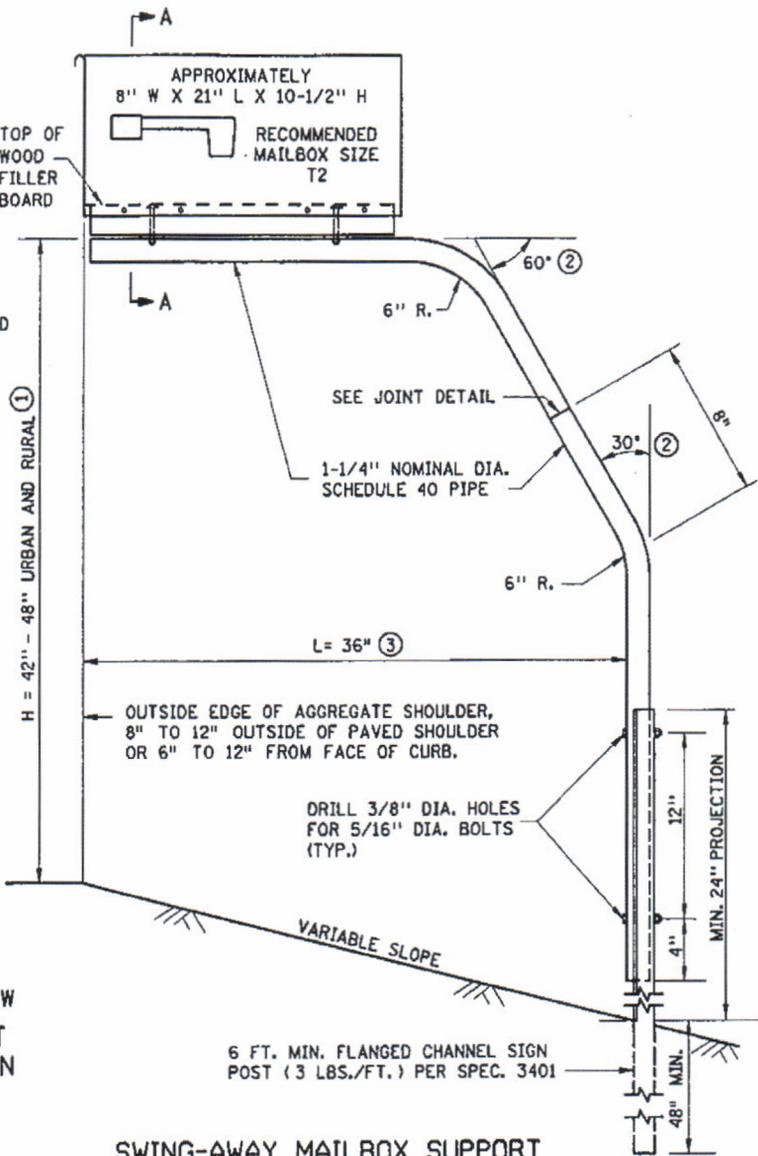
MOUNTING STRAP DETAIL



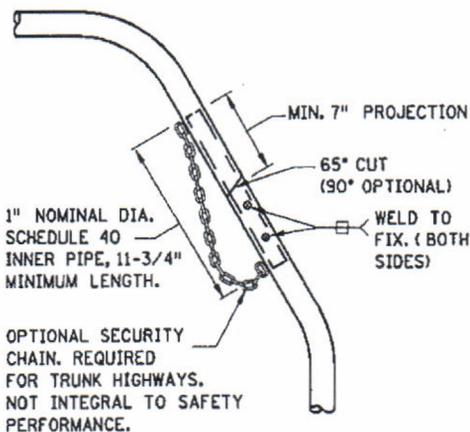
TOP VIEW



ROADWAY VIEW
PIPE/POST
CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

- ① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 45° BENDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

M. Rakus
STATE DESIGN ENGINEER

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT
SWING-AWAY TYPE

SPECIFICATION
REFERENCE

3362
3391
3392
3401

STANDARD
PLATE
NO.

9350A