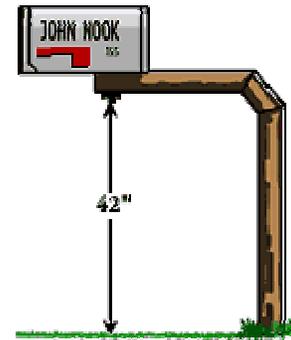
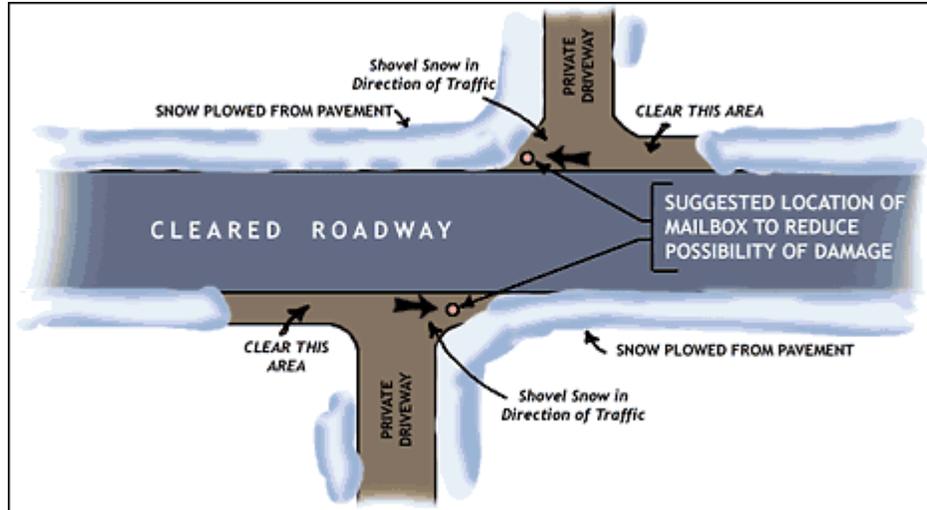


Mailbox Guidelines

Snow plow drivers 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 4" by 4" 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 should not be placed within the Town Way.
- Mailboxes should be installed at least 42 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. To view a printable plan of this type mailbox in PDF format please [click here](#).
- 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 plow drivers 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.





- Set the mailbox back at the far edge of the road shoulder to provide the maximum possible roadway clearance. For curbed roads the face of the mailbox should be 8-12 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 the Town's plow contractor.

In the event your mailbox is damaged by the plow we ask you to make any needed temporary repairs. If you are unable to make such repairs on your own please call Nankervis Trucking at 565-2045 (the town's plowing contractor) and they will attempt to work with you to repair or replace the mailbox as they deem appropriate and when time permits. Substantially damaged property may be replaced in the Spring with a basic metal mailbox. Newspaper boxes will not be repaired or reset in any event.

The town and plow contractor will not replace or reimburse for 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.

(Adapted from the City of Saco policy – March 2009)