



# TOWN OF HARTLAND

*Highway and Water Departments*

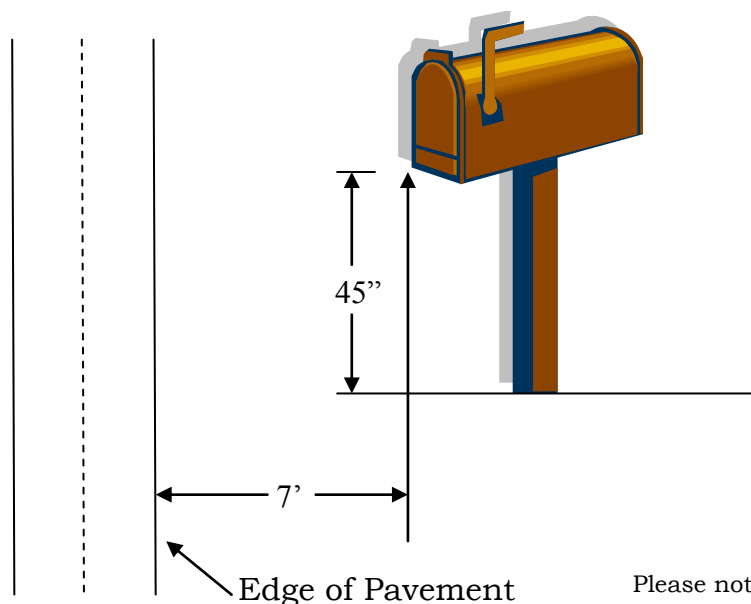
8940 Ridge Road, Gasport, NY 14067  
Phone: (716) 735-7234 Fax: (716) 735-7561  
Email: JanetSlack@townofhartlandny.us

**Keith E. Hurtgam, Highway & Water Superintendent**

## **Guidelines for Mailbox Placement on Public Roads**

The following guidelines should be followed whenever possible when installing a mailbox on the edge of a public highway:

- Whenever possible, boxes must be located so that the right side of the carrier's vehicle is a minimum of 7' off the pavement edge when delivering mail.
- House numbers must be posted on the box in numerals at least two (2) inches high.
- The mailbox post must be neat and of adequate strength and size.
- The approach to the box should be a hard level surface (such as gravel or stone).
- No stone, brick, or steel I-beam mailbox posts. These are a hazard if a vehicle hits them.
- Mailbox should be mounted directly on top of the post. **NO ARMS!** Boxes on arms get broken off by heavy snow flying off the plow.
- Boxes must be placed to conform with state laws and highway regulations.



Please note: Sketch is not to scale.