

# BERRIEN COUNTY ROAD COMMISSION

POLICY AND PROCEDURE

OP-4

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EFFECTIVE DATE: June 1, 2014

LATEST BOARD APPROVAL DATE: March 26, 2014

REVISED DATE: N/A

**TITLE: MAILBOX**

**PURPOSE:** This policy deals with mailboxes located both in the road right of way and outside of the right of way

**POLICY AND PROCEDURE:**

I. Mailboxes within the road right of way:

A. Mailboxes constructed in the right of way deemed to be a hazard to normal road commission activity or the traveling public will be removed.

B. The Berrien County Road Commission will not reimburse the owners for damage to or removal of a mailbox in the road right of way while performing normal maintenance activity.

1. Those activities may involve snow removal, paving, patchwork, tree removal, brush removal, mowing or other items considered by the road commission to be normal maintenance activities.

C. The Berrien County Road Commission will replace mailboxes damaged during the performance of major road construction.

1. Replacement will consist of a standard mailbox on a post. A resident or business may collect \$30.00 dollars in lieu of the mailbox replacement via a Road Commission check released at the next available payables run.

D. The Berrien County Road Commission is not responsible for removing snow in front of mailboxes to allow mail carrier or residents access.

II. Mailboxes outside of the right of way:

A. The Road Commission will replace mailboxes damaged by road commission vehicles.