



VILLAGE OF CHAGRIN FALLS
STREET DEPARTMENT 440-247-5053
MAILBOX REPLACEMENT POLICY

Mailboxes are a road obstruction within the Village road rights-of-way that may represent a hazard to the traveling public. Ohio Revised Code Section 2744.02 holds political subdivisions liable for failing to keep their right-of-ways open, in repair and free from nuisances.

The following policy addresses the type and installation of mailbox units and mailbox supports within the road Rights-of-way in the Village of Chagrin Falls. The Village of Chagrin Falls maintains total discretion to determine whether a mailbox or support is a nuisance and therefore not allowed.

Policy: All mailbox units shall comply with United States Postal Regulations as well as guidelines set forth by the American Association of State Highway and Transportation Officials (AASHTO) and Cuyahoga County Engineer as follows:

Mailbox: Shall be of an approved U.S. Postal Service design. The Mailbox unit shall be entirely of plastic and/or lightweight galvanized steel construction. Decorative enhancements that increase the weight or mass of the mailbox are not permitted.

Post: Maximum single 4" X 4" square or 4^{1/2}" diameter wood post or a metal post with strength no greater than a 2" diameter standard strength steel pipe.

Setting Posts: Posts shall be set in compacted earth or driven into the ground at a depth not to exceed 24 inches. In no case should the post be encased in concrete block or brick or be permanently affixed in any manner.

Mounting Boxes: Support hardware shall accommodate either a single or double mailbox installation. No more than two boxes shall be mounted on a single post. The door of the mailbox shall be placed a minimum of six inches outside the shoulder portion of the roadway. When a mailbox is installed in the vicinity of existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the Village Engineer.

Damage: Mailboxes damaged by Village maintenance operations will be repaired or replaced by the Village with a standard USPS mailbox. Mailboxes damaged by DIRECT contact with a vehicle or its plow blade while performing snow removal operations will be replaced with a standard USPS mailbox. **Mailboxes damaged from snow or slush the Village of Chagrin Falls is not be held responsible for repairs or replacements.**