

# SPARTA TOWNSHIP

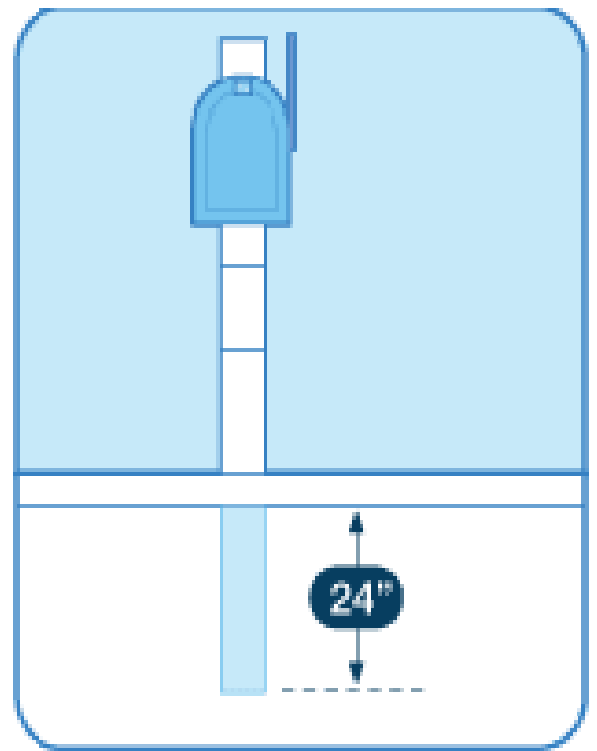
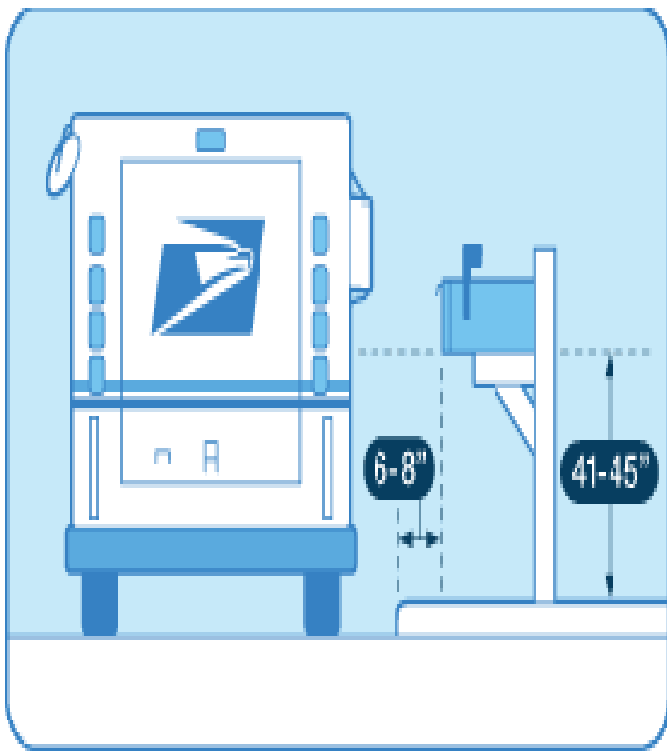
## DEPARTMENT OF PUBLIC WORKS

### MAILBOX STANDARDS

#### GENERAL NOTES:

- Post must be a minimum of 4" x 4" wood or 2" diameter steel pipe
- Faces of mailbox must be between 6-8" behind face of curb or edge of pavement
- Height of mailbox must be between 41" and 45" above road surface
- Post must be embedded securely into the ground 24" deep
- Mailbox must be securely fastened to the post

\*As per USPS Mailbox Guidelines



<https://www.usps.com/manage/mailboxes.htm>

With the upcoming snow season, your mailbox may need one or more of the following repairs prior to the snow season – please review the following list, USPS mailbox standards, and have your mailbox secured to help prevent damages by the snow/ice coming off the plows. Thank you in advance for your cooperation; this will help keep damages to a minimum.

## **IS YOUR MAILBOX READY FOR THE SNOW?**

### **Common Problems:**

### **Suggested Solutions:**

Face of box is not 6-8” inches behind curb

Needs to be re-set correctly

Box not secure to post

Re-secure box more firmly to post

Post appears weak or rotted

Replace post

Iron Post has too narrow base and can be brittle and break when cold

Replace post with more durable materials for the colder weather, ie 2” steel pipe or wooden 4x4 post

Plastic gets brittle and breaks in cold weather

Replace with more durable material for colder weather

Post leaning and will fall over when snow/ice hit it coming off plow

Re-set post firmly

Please help keep your mailboxes up and in good order by following the suggested solutions to the problems indicated. We don't want your mailbox to come down during a snow event however we've found over the years the above situations cause almost all the problems with mailboxes during the winter season. If you have any questions, please give the DPW a call at (973) 729-6178, Monday through Friday, 7:00 am to 3:00 pm.

# **Township of Sparta, Mailbox Ordinance**

## **21-2.1 Obstruction Prohibited.**

No person shall deposit, place, dump, drop, throw, spill or permit the depositing, placing, dumping, dropping, throwing or spilling of any stones, earth, dirt, debris, ashes, rubbish or other materials or things on any street within the Township.

Every owner or occupant of lands lying within the Township adjoining a public roadway is prohibited from placing or allowing to be placed within five (5) feet of the road right-of-way any obstruction, including, but not limited to, fences, walls, signs, and pillars. This section shall not apply to signs installed by the Township, Federal, County or State Governments, utility poles, fire hydrants, or mailboxes installed in accordance with this subsection. However, under no circumstance shall a mailbox be installed in or about a wall, pillar or other permanent structure except by a post or pole as described below. Mailboxes shall be set on a single wood post that is not greater than four (4) inches square or has a diameter of four and one-half (4 1/2) inches or less, or affixed to a metal pole not greater than two (2) inches square or has a diameter two and one-fourths (2 1/4) inches or less. All such mailbox posts must be set back twelve (12) inches from the curb block. Also, all mailboxes must be installed in accordance with the rules, regulations and standards established by the U.S. Postal Service.

Except as provided for below, any obstruction installed in a way other than in the manner allowed by this subsection and that was installed prior to the date this subsection is adopted may continue in existence until such time as the obstruction is removed regardless of the cause or reason that such obstruction is removed. In the event that the obstruction is removed, it shall not be replaced, except however, a mailbox may be replaced as provided for in this subsection. Notwithstanding the foregoing, any obstruction, including a wall or fence that is deemed by the Township Police Department or the Township Engineer to create a hazard to persons traveling along the roadway, shall be removed by the property owner as ordered by the Township.

Any obstruction that is installed in violation of this subsection or is not removed after notice from the Township that an obstruction is causing a hazardous condition, may be removed by the Township at the property owner's expense. Prior to the Township taking any action to remove an obstruction, the property owner shall be afforded written notice of no less than thirty (30) days to remove the obstruction, unless an emergency situation exists which requires the obstruction to be removed in less than thirty (30) days. Notice shall be given either by personal delivery or by Certified Mail/Return Receipt Requested. Any costs incurred by the Township in removing an obstruction found to be in violation of this subsection shall constitute a lien against the owner's property to the extent allowed by law. Additionally, any violation of this subsection shall be subject to the penalties provided for in Sparta Chapter I, Section 1-5.

Any person given a notice to remove an obstruction may appeal such decision to the Township Manager, by giving written notice to the Township Manager within seven (7) days of receipt of the notice to remove the obstruction.

Should the Township, through its required maintenance activities (snow plowing) destroy a post and/or mailbox properly placed in the right-of-way, the Township at its option may reimburse the property owner the sum of fifty (\$50.00) dollars for parts and labor, or replace and install the post and/or mailbox with a post and/or mailbox selected by the Township. The property owner must notify the Township within three (3) days after the snow event.

(1978 Code § 14-3.1; Ord. No. 05-19; Ord. No. 13-15)

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