

Sheffield Village Mailbox Guidelines

The construction and placement of mailboxes is critical to ensure delivery of your mail and avoid damage from cars and snowplows. Use only U.S. Post Office approved mailboxes.

To reduce the liability exposure of landowners or occupiers of land in Sheffield Village, we have an obligation to inform you that anything which you cause to be placed, or cause to remain; on the right-of-way could be the cause of legal action. If you have such items as fences, trees, shrubs, stones, or any other obstructions on the right-of-way, you should make arrangements to have them removed.

Mailboxes should be set so the mail carrier can safely and conveniently deliver the mail. We recommend the face of the mailbox be 6 (six) inches from the back edge of the curb, or 2 (two) feet from the berm on streets without curbs. If you supply an access, either gravel or paved you may place the mailbox farther off the road. The farther off the road the mailbox sits the less likelihood it will receive damage.

Posts should be no closer than 2 (two) feet from road edge. Some plow equipment may extend that far from the edge of the road. Extended arm-type posts are recommended.

Sheffield Village will only repair or replace a mailbox that has been installed per these guidelines and has been hit directly by snowplow equipment. No allowance will be made for non conforming mailbox locations. All mailboxes and posts that we do replace due to a direct hit from our plows will be replaced with a conventional box and wood post only.

The Federal Highway Administration has determined that mailbox supports should be no larger than 4 inches by 4 inches in wood, or 2 inch diameter standard steel or aluminum pipe, buried no deeper than 24 inches and should safely break away if struck by a vehicle. Mailbox supports shall not be set in concrete. Any supports greater than what is listed here could cause excessive damage to vehicles if struck.

Perform seasonal inspections of the post and all hardware. Always repair as necessary.

All mailboxes must have the street number displayed on both sides of the box. This allows for easier identification for safety forces.

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Some Common Problems We Have Encountered:

Wood mailbox enclosures and posts rot over time and become weak. Regular maintenance is required. Use pressure treated pine or Douglas fir. These resist rotting and splitting. Cedar is weak and splits easily.

Plastic mailbox posts without wood internal structure become brittle in the cold weather of Northeast Ohio. This attributes to breakage when snow comes off the snowplow trucks.

"Step 2" style mailboxes require the mounting post to be in the back. Use of an existing post can cause the mailbox to be too close to the street. A new 4 X 4 post set to the proper distance should be used on all installations. They are also brittle in the cold.

The larger the enclosure the more stress it receives from snow and slush coming off the plows.

Tell your driveway snowplow contractor not to push the snow against or to the mailbox side of your drive. When the street plows come by it can shift the pile and cause damage to your mailbox.

Make sure your door closes securely. As the plows pass your mailbox they create a suction which can pull the door open and suck out your mail. Also when the door is open it can be damaged easily.

If you have any questions do not hesitate to contact the Street Department at 440-949-6209.

USPS Guidelines
Federal Highway Administration Guidelines
Other Municipal sources

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