

## Mailbox Location Process

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**Operations Department**  
**Town of The Blue Mountains**  
**32 Mill Street, Thornbury NOH 2P0**  
**519-599-3131 x 276**

The following information explains the process for when the property owner wishes to place a Rural Mailbox within Town Road Allowances. Proper installation ensures that the location of the mailbox will not interfere with mail delivery and Town maintenance activities. Mailboxes can be purchased at many hardware stores. It is the property owner's responsibility to properly install the mailbox in accordance with the Conditions of Rural Mailbox Placement.

### **Specifications:**

Ensure the box is weatherproof and strong enough to hold the weight of letters and parcels. Rectangular mailboxes must have an opening of at least 17.5cm (7") in width and height with an interior of at least 45cm (18") in length. A cylindrical mailbox must have an opening of at least 25cm (10") in diameter and an interior length of at least 45cm (18").

Mailboxes must have a door located in the front, with a sturdy handle, lip, or flange. They must remain open while mail is being picked up or delivered and be able to open with ease and close securely.

The bottom of the box shall be between 107 and 114cm (42" - 45") above the ground. It should not obscure or obstruct access to any other boxes near it or affect ready delivery and collection of mail or continued maintenance of Township Roads.

The mailbox must be upright and securely attached to a standard wooden post with a maximum 6" diameter, or an arm on a lever and must not be allowed to swing freely.

### **Placement:**

All rural mailboxes must meet Canada Post's safety criteria so the Corporation can ensure the safety of employees, customers, and motorists.

A rural mailbox should be located along the right-hand side of the road in the direction that the delivery agent travels. Mailboxes must be placed where the delivery agent can safely deliver the mail through the passenger side window without getting out of the vehicle. Rural mailboxes should never be placed in lane ways or driveways.

Delivery vehicles must have sufficient clearance to drive up to the mailbox and then continue in a forward direction while merging back into traffic.

It is the responsibility of mailbox owners to ensure that the location for the rural mailbox is free of underground obstruction such as power, gas and cable lines, water mains, etc. Please call before you dig 1-800-400-2255.

### **Identification:**

The civic address of each resident or homeowner should be marked on the right-hand side of a rural mailbox when facing the receptacle from the front. A resident's name or address information must be placed on the side of the box, so it is clearly visible to the delivery agent as they approach the mailbox.

In non-civic addressed areas, a resident's full name should be clearly indicated on the side of the box.

Local post offices should be advised of the names and/or businesses that will receive mail at rural mailbox.

## Maintenance:

Rural mailbox owners are responsible for all costs associated with placing, relocating and for ongoing maintenance of their mailbox and the surrounding terrain. Replacing or reinstalling a mailbox that becomes damaged or knocked down is the responsibility of the owner. Rural mailbox owners are responsible for always keeping the mailbox level and clear of snow and other obstructions such as garbage, newspaper receptacles, parked vehicles, etc.

Metal mailboxes are prone to rust and should be checked frequently to ensure that they do not pose a risk to Canada Post employees.

The Town of The Blue Mountains, by its employee(s), contractor(s), agent(s), owned equipment, rented equipment, leased equipment shall not be responsible for replacement, maintenance, repair or otherwise to the said mailbox and/or its' supports as a result of snow removal, maintenance or construction operations by the owner. The Town will not replace plastic mailboxes that are damaged.

## Guidelines:

A rural mailbox placed or caused to be placed on a Town Road Allowance is deemed to be a privilege and not a right.

The mailbox placement may be cancelled at any time for breach of the regulations or conditions or for such reasons as the Town of The Blue Mountains in its discretion deems proper.

For more information regarding Canada Post's Mailbox Guidelines, contact your local post office or call Canada Post's Customer Service at 1-800-267-1177.

Canada Post Rural Mailbox Guidelines:

[https://www.canadapost-postescanada.ca/cpo/mc/assets/pdf/personal/rmb\\_guidelines\\_e.pdf](https://www.canadapost-postescanada.ca/cpo/mc/assets/pdf/personal/rmb_guidelines_e.pdf)

