

Portage County
Highway Department



800 Plover Road
Plover, WI 54467

Brian Kelley, PE
Highway Commissioner

Phone: 715-345-5355
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Mailbox Installation on Portage County Trunk Highway (CTH) System

Private mailboxes are allowed in the County's highway easement/right-of-way; however they must be safe and functional. Many residents want unique, decorative installations. Some of these elaborate designs can be very dangerous and are not allowable in the highway easement/right-of-way.

Safely installing, maintaining, and providing access to these mailboxes is the responsibility of the resident.

Mailboxes: Should be U.S. Postal Service-approved mailboxes. These mailboxes are designed to be safe and functional.

Supports: The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. The following are recommended standards for supports which ensure that they will break away on impact:

- Square wood supports should not be larger than 4 inches by 4 inches nominal. Round wood posts should not be larger than 4 inches in diameter.
- Imbed supports no more than 24 inches into the ground and do not imbed them in concrete

Sighting Mailboxes: Locating mailboxes along the roadside is complicated by many factors other than snow removal. These require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills, and vegetation; and utility poles, guardrails, nearby bridges and other physical installations.

Residents are urged to call the Highway Department with questions before installing a new mailbox.

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Damaged Mailboxes on Portage County Trunk Highway (CTH) System

Portage County Highway Department snow removal crews will focus on providing safe traveling conditions; however, snow removal at the mailbox area is the resident's responsibility. The Highway Department's position on mailboxes damaged during snow removal operations is as follows:

1. Mailboxes damaged from snow, ice, or slush resulting from plowing or traffic will not be replaced by Portage County.
2. Mailboxes damaged by direct contact with highway maintenance equipment will be repaired or replaced by Department employees under the following circumstances:
 - a. The equipment operator or Highway Department supervisor confirms damage by contact of Highway Department equipment.
 - b. The box and support were in good condition prior to the damage.
 - c. Highway Department personnel will provide and install a standard U.S. Postal Service approved mailbox and a wooden 4x4 support. Note: 4x6 supports with 2" drilled breakaway holes may be substituted based on availability of materials.
3. Replacement of failed or deteriorated installations will be the owner's responsibility.

A handwritten signature in black ink, appearing to read "B. Kelley", is written over a horizontal line.

Brian Kelley, PE
Portage County Highway Commissioner