

LAND USE PERMIT

Mailbox Installation Guidelines

Section [24VAC30-151-560](#) of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that mailboxes and newspaper boxes may be placed on the right of way of all non-limited access highway systems without a permit but shall be placed so as not to, in the opinion of the Commissioner or his designee, interfere with the safety, maintenance and use of the highway.

Mailboxes with posts and/or support structures that are deemed as a dangerous obstacle should not be installed within highway right-of-way, however these structures may be allowed under permit if they meet the requirements contained herein.

Mail boxes and newspaper boxes are regulated by federal rules; therefore these guidelines apply to these elements only and do not cover other obstructions placed within highway right-of-way.

General Requirements

- 1) Mailbox material shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service.
- 2) A single 4" x 4", or 4½" diameter wooden post; or a standard-strength 2" diameter steel pipe, or other steel or aluminum post shape of equal or lesser strength, embedded no more than 24" in the ground will be acceptable as a mailbox support.
- 3) A metal post should not be fitted with an anchor plate; however, an anti-twist device that extends no more than 10" below the ground surface is acceptable.
- 4) Mailbox posts shall not be set in concrete unless the design has been shown to meet VDOT breakaway standards.
- 5) The post-to-box attachment should be of sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.
- 6) On roadside ditch section roadways the support post should be placed at the shoulder break or if possible at the back of the ditch and located so as not to interfere with maintenance operations and drainage.
- 7) On curb and gutter section roadways the support post should be placed so that no part of the box or its supporting structure overhangs the road surface (including the gutter), and so that the structure does not interfere with pedestrian traffic.

Non-conforming Structures

- 1) Non-conforming mailbox structures may remain in-place under the auspices of a VDOT land use permit. Submittal of a land use permit application does not guarantee approval.
- 2) Non-conforming mailbox structures located on a curb and gutter street with a speed limit of 25 MPH shall be located no closer than 18" from the face of curb.
- 3) Non-conforming mailbox structures located on a shoulder and ditch street shall be located beyond the clear zone or 10' from the edge of pavement, whichever is greater.
- 4) Mailbox structures deemed as a safety hazard should be removed immediately from the highway right-of-way.

Permit Application Requirements for Non-conforming Structures

- 1) By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.
- 2) Application for a land use permit authorizing the placement of a non-conforming mailbox structure on state maintained highways shall be made through the district administrator's designee where the structure is located.
- 3) The district administrator's designee receiving the request shall coordinate review and approval of the request with all appropriate VDOT personnel.
- 4) Application forms and general information regarding VDOT land use permitting for the placement of a non-conforming mailbox structures on state maintained highways can be obtained by contacting the local district permit office or at the following VDOT web site: <http://www.virginiadot.org/business/business/landUsePermits.asp>
- 5) The [LUP-A](#) Land Use Permit Application form must be provided for requests to install a non-conforming mailbox structure on state maintained highway right-of-way.
- 6) The permittee assumes all liability for any and all damages that may occur as a result of the placement of a mailbox structure within highway right-of-way under the auspices of a VDOT Land Use Permit.

Contact Information

A list of counties with their corresponding VDOT district offices and contact information may be obtained at the following VDOT web site: <http://www.virginiadot.org/about/districts.asp>

Permit Fees & Charges for Non-conforming Structures

The land use permit application fee for non-conforming mailbox structures shall be \$100.00.

Permit Surety Requirement for Non-conforming Structures

The necessity to provide a surety for the placement of a non-conforming mailbox structure on state maintained highways is waived.

Permit Insurance Requirements for Non-conforming Structures

The owner of a non-conforming mailbox structure shall secure and maintain sufficient insurance to protect against liability for personal injury and property damage associated with the placement of a non-conforming mailbox structure on state maintained highways.

Permit Revocation

- 1) Current Land Use Permit Regulations affords VDOT with the ability to remove any object within the right-of-way found in violation and if the owner, after sufficient notice, refuses to remove the object. It should be noted that said object may be moved immediately if it presents a highway safety, maintenance or use issue.
- 2) At the discretion of the district administrator's designee, the land use permit may be revoked and the non-conforming mailbox structure removed from with state maintained right of way should the structure be deemed hazardous for vehicular and/or pedestrian traffic.
- 3) The district administrator's designee shall notify the owner of the non-conforming mailbox structure, by telephone or written correspondence, explaining the nature of the violation and requesting immediate correction within 10 calendar days of a reported violation.
- 4) Should the mailbox owner refuse to conform, the district administrator's designee shall notify the owner by certified mail, return receipt requested, that compliance is required within a stated time period (not to exceed 30 days) and unless there is compliance within the stated time, VDOT shall pursue remedial action as provided by law.
- 5) Should there be no response from the owner of the non-conforming mailbox structure or if the structure is not removed within the allotted time period, the district administrator's designee shall notify the owner by certified mail, return receipt requested that the non-conforming mailbox structure will be removed from within the highway right-of-way and discarded.
- 6) At the discretion of the district administrator's designee, the owner of the non-conforming mailbox structure may be invoiced to recoup the expenditure of public funds associated with the removal of the mailbox structure from the highway right-of-way.

Permittee Notice

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager and affirmation from the [Land Use Permit Regulations](#).