

WHAT YOU NEED TO KNOW

Mailbox containers installed within SDDOT right-of-way are limited to those used for delivery to individual local residents/owners.

Distribution-transfer boxes or similar devices (Cluster Box Unit) will not be located within SDDOT right-of-way. A Cluster Box Unit is a centralized unit of individual compartments for the delivery and collection of mail (as defined by the USPS).

Mailbox containers will conform to the requirements established by the U.S. Postal Service and be located on the right-hand side of the highway in the direction of travel of the carrier.

Mailboxes should be located so that a vehicle stopped at a mailbox is clear of the adjacent traveled way. Most vehicles stopped at a mailbox will be clear of the traveled way when the mailbox is placed outside an eight-foot wide usable shoulder or turnout.

Mailboxes serviced from an approach should be located a minimum of 20 ft from the edge of the adjacent main driving lane. Turnouts will not be required.



CONTACT US

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For Region specific requests please visit:
<https://dot.sd.gov/inside-sddot/region-area-offices> to get in contact with a local Region or Area engineer for further assistance.

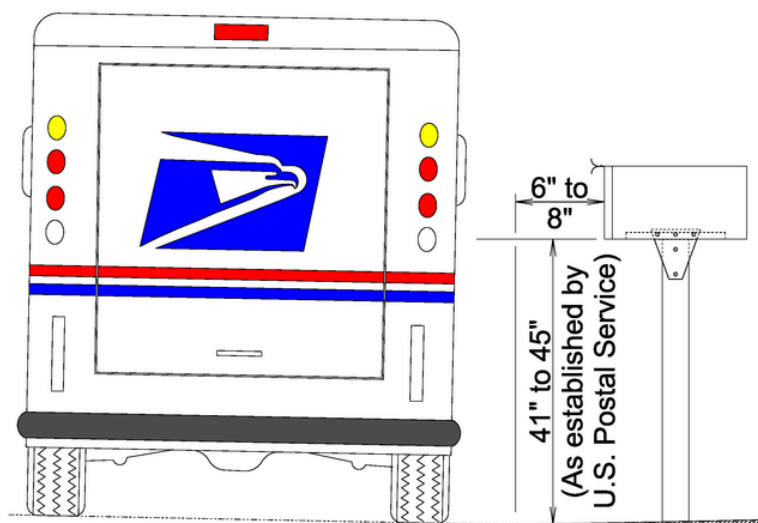


Mailbox Guidelines

In SDDOT Right-of-Way

dot.sd.gov

SD
DOT





LOCAL RESIDENT/ OWNER RESPONSIBILITIES

Existing Mailbox Assembly Installations:

- The resident/owner will be encouraged to modify any existing hazardous mailbox assembly to meet these requirements.
- The resident/owner will not be required to construct a turnout.

New Mailbox Assembly Installations:

- The resident/owner should erect and maintain in accordance with these guidelines.
- The resident/owner may be required to construct a turnout consistent with the lateral clearance guidance.

SDDOT MONITORING ACTION

Existing container support systems considered to be very hazardous will be dealt with on an individual basis.

- The department will take appropriate measures to eliminate the hazard.

MAILBOX CRITERIA



The SDDOT puts safety as it relates to all motorists and mail delivery services as a top priority.

Roadside safety is categorized by many variables including traffic, geometry, and location.

Within this brochure, details will be provided that outline roadside safety. The SDDOT will be left for a final assessment on all roadside safety matters.

MAILBOX ASSEMBLY

Mailbox Container - Must conform to the requirements established by the U.S. Postal Service and be located on the side of the roadway that provides a "with traffic" approach for delivery.

Mailbox Support - Will be a 4"x4" or 4" round Post (installed to a maximum depth of 24") or an alternate post support assembly that meets the test level 3 crash testing requirements of NCHRP 350 or MASH (installed according to the manufacturer installation instructions).



ADDITIONAL GUIDANCE

Lateral Clearance from Outside Edge of Driving Lane:

- Major Arterials - Minimum of Eight Feet
- Minor Arterials & State Secondary - Inadequate sight distance minimum of eight feet, all others may be located along the roadway.
- Posted speed of 35 mph or less may be located along the roadway.



MAILBOX REFURBISHING GUIDELINES

• Major Arterial

The SDDOT will refurbish existing mailbox assemblies in accordance with these requirements and construct necessary turnouts on all grading, shoulder widening, and slope modification projects through inclusion in contracts.

The local resident/owner will be responsible to provide an acceptable container.

• Minor Arterial & State Secondary

The SDDOT will provide the turnout for existing mailbox assemblies with inadequate sight distance on all grading, shoulder widening, and slope modification projects through inclusion in contracts.

The local resident/owner will be responsible to provide an acceptable container.

