

**BOARD OF TRUSTEES  
KINGSVILLE TOWNSHIP, ASHTABULA COUNTY, OHIO**

**A POLICY FOR MAILBOX REPLACEMENT ON TOWNSHIP ROADS**

All mailbox units shall comply with the United States Postal Regulations as well as guidelines set forth by the Federal Highway Administration as follows:

- Mailbox:** Shall be of an approved U.S. Postal Service design. The Mailbox unit shall be entirely of plastic and/or lightweight galvanized steel construction. Decorative enhancements that increase the weight or mass of the mailbox are not permitted.
- Post:** Maximum single 4" x 4" square or 4 1/2" diameter wood post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe.
- Hardware:** Plates, screws, bolts, etc., shall be commercial grade galvanized steel.
- Setting Posts:** Posts shall be set in compacted earth or driven into the ground at a depth not to exceed twenty-four (24) inches. In no case should the post be encased in concrete or be permanently affixed in any manner.
- Mounting:** Support hardware shall accommodate either a single or a double mailbox installation. No more than two (2) boxes shall be mounted on a single post. The roadside face of the mailbox shall be no closer than 3 feet from the edge of the pavement. When a mailbox is installed near existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the Kingsville Township Road Superintendent.
- Damage:** Mailboxes damaged by maintenance operations will be repaired or replaced by Kingsville Township. Mailboxes damaged by DIRECT contact with a truck or plow will be repaired or replaced with an approved design as described above. DAMAGE BY THROWN SNOW/SLUSH/ICE DOES NOT WARRANT REPLACEMENT OR REPAIR. If the mailbox is of a specialty or exotic type of construction, the owner has the option of accepting a one-time only cash settlement not to exceed seventy-five dollars (\$75.00). An inspection of the damaged mailbox by the Kingsville Township Road Superintendent along with a signed release form is required prior to payment. Damage claims and settlements are subject to review by the Road Superintendent and/or the Kingsville Township Board of Trustees.

# Kingsville Township Board of Trustees

## **MAILBOX REIMBURSEMENT per RESOLUTION 2018-003 RELEASE OF GENERAL CLAIMS**

FOR AND IN CONSIDERATION OF THE SUM OF \_\_\_\_\_ Dollars, the receipt and sufficiency of which is hereby acknowledged, I \_\_\_\_\_ of \_\_\_\_\_ hereby fully release and forever discharge the Board of Trustees of Kingsville Township, its heirs, executors, administrators, agents and assigns, and all other persons, firms or corporations liable or who might be claimed to be liable, (collectively the "Releases") from any and all claims, demands, damages, actions, causes of action of any kind or nature whatsoever that I now have or may hereafter have, against said Releases, by reason of any matter, cause or thing whatsoever, from the beginning of time to the date of this instrument.

I hereby declare that I have fully read and understood the terms of this Release and I have voluntarily accepted for the purpose of making a full and final compromise adjustment and settlement of any and all claims.

IN WITNESS WHEREOF I have executed this Release on \_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Print Name)