POLICY

<u>Regulated Mailbox Placement</u>

In accordance with Section 32-13 of the Code of the City of Elberton the City Manager has the authority to authorize the placement of mailboxes within the public rights-of-way of the City of Elberton.

<u>Mailbox Placement/Location:</u>

1.   Elberton Utilities will be notified by the resident in order to locate possible utilities within the rights-of-way by calling 213-3100 and requesting a customer service representative..

2.   The height of the mailbox must not exceed forty-six (46) inches from the top of the curb to the top of the mailbox. The mailbox must be positioned whereas each end will set back six (6) inches off of the curb and sidewalk. This may be determined by using a plumb line.

3.   In areas where there is not enough space for the six (6) inches off of the curb and sidewalk, placement should be on the residential side of the sidewalk six (6) inches.

4.   The bottom of the mailbox should be at a vertical height of between 3-1/2 – 4 feet from the road surface.

5.   A mailbox will be constructed in accordance with the Domestic Mail Manual Section DO41.2.7.

<u>Effective Date:</u>

This policy will be effective March 28, 2000.

_____
D. Scott Wilson
City Manager

PERMIT
<u>Regulated Mailbox Placement</u>

PART A: <u>**Elberton Utilities Authorization:**</u>

Mailbox Placement/Location within the Elberton Utilities rights-of-way   ___ yes   ___ no

_____ Issuance of a Dig Permit as of _____.

_____ *Non-Issuance* of a Dig Permit.

Comments: _____

_____

_____

                                          Authorization Approved By:

                                          _____

                                          Elberton Utilities

PART B: <u>**Building Inspection Authorization:**</u>

_____ Placement/Location of mailbox meets policy criteria.

_____ Placement/Location of mailbox *does not* meet policy criteria.

_____ Approval of Mailbox Placement Permit.

_____ Disapproval of Mailbox Placement Permit.

Comments: _____

_____

                                          Authorization Approved By:

                                          _____

                                          Building Inspection

PART C: <u>**CITY MANAGER'S AUTHORIZATION:**</u>

                                          _____

                                          City Manager   Date