

CITY OF WELLAND

POLICY

Policy Title: Super Mailbox Standards	
Date of Approval: June 18, 1991	Policy Number: SER-012-0009
Lead Role: Dev. Serv. Dir.	Support Role:
Cross Reference:	Next Review Date:
Council File Number: 86-207	Revision Date:

Policy Statement:

- 1) Mailboxes to be mounted on concrete pads, in conformance with Canada Post assembly and installation instructions dated or the latest revision.
- 2) Proposed locations are to be selected in accordance with Canada Post criteria (distance from home to mailbox up to 600') and in consultation with municipal staff on the basis of the following preference:
 - a) on commercially designated sites with appropriate parking, ingress and egress, subject to owner's approval;
 - b) adjacent to, or within parks and open spaces where appropriate;
 - c) on the flankage of corner lots;
 - d) at the edge of public walkways between streets and parks, where appropriate.
- 3) Canada Post shall receive City approval for each location prior to installation.
- 4) Canada Post shall contact property owners adjacent to proposed locations prior to approval and installation.
- 5) The mailboxes shall be installed on the municipal road allowance (except 2 (a) and (b)) between the sidewalk and the property line, facing the sidewalk. Where there is no existing fence/landscaping between the mailbox and the property line, Canada Post shall install appropriate coniferous vegetation to act as a buffer.
- 6) Where there is no sidewalk proposed, mailboxes should be located 2.0 metres from the curb line/edge of road with a 1.5 metre wide widewalk from the curb/edge of road to the mailbox incorporating a curb depression built to City standards to accommodate wheelchairs.
- 7) Where mailboxes are located adjacent to, or in parts (2 (b)) then Canada Post will be responsible for providing an appropriate walkway and vegetation buffer to the satisfaction of the City Engineer and Parks Department.

Super Mailbox Standards SER-012-0009

- 8) Sites should be located away from major intersections and boxes should not obstruct any traffic site lines.
- 9) Mailboxes must be located a minimum of 7.0 metres from fire hydrants; 15.0 metres from stop signs, intersections, and bus stops; 3.0 metres from driveways; and 1.0 metre from streetlights, hydro transformers and telephone or T.V. pedestals.
- 10) Mailboxes shall generally not be located on arterial or major collector roads.
- 11) Canada Post shall be responsible for snow clearing, washing, painting and general maintenance of the mailboxes