

## **CLEARWATER COUNTY HIGHWAY DEPARTMENT MAILBOX SUPPORT PROGRAM**

The Clearwater County Board of Commissioners has authorized the County Highway Department to install mailbox supports for any resident living along a Clearwater County Road. The first mailbox support will be provided and installed at no cost to the resident. The County Highway Department will install the supports on County roads to insure uniform and proper installation in regards to height and setback distance. However, this installation does NOT include the mailbox or affixing it to the support, which is the responsibility of the resident.

This type of mailbox support will help to minimize obstacles created by improper installation and should allow for more efficient and speedy removal of snow from County Highways.

This installation is not intended to release the residents from their responsibility of properly marking mailboxes covered with snow, or the cleaning away of snow for mail delivery.

Residents who live along other roads within the County, such as Township, State or City, may purchase a support if their local road authority does not supply them. The cost for a support is \$100.00. The resident may install the support themselves or pay \$50.00 for installation by the County Highway Department.

If a support is vandalized or damaged, replacement parts or a complete new installation are available through the County Highway Department.

Anyone requesting an installation can get an application at the County Highway Engineer's office at 113 7<sup>th</sup> Street NE, Bagley, MN or by calling (218) 694-6132. Cost of mailbox support and installation must be paid for in full prior to installation. Upon receipt of your application and payment your support will be installed. If you are installing the support yourself it will have to be picked up between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

If there are any questions, please give us a call at (218) 694-6132.

**CLEARWATER COUNTY HIGHWAY DEPARTMENT**

113 7<sup>th</sup> Street NE, Bagley, MN 56621

Phone: (218) 694-6132 Fax (218) 694-3169

**MAILBOX SUPPORT INSTALLATION REQUEST**

Complete the following form and submit by printing and mailing to the address above or e-mail to [char.syverson@co.clearwater.mn.us](mailto:char.syverson@co.clearwater.mn.us)

Complete the following information in the shaded areas. Double click on shaded areas with text to choose the appropriate choice.

I wish to purchase a mailbox support from the Clearwater County Highway Department.

Name:	_____
Mailing Address:	_____
Phone Number:	_____
County Road #:	_____
Location of Residence:	_____
	_____
	_____

Total cost of mailbox support and installation \$ \_\_\_\_\_

NOTE: The Clearwater County Highway Department will install the support after payment is received. Support will be installed when highway crew is working in your area if your residence is on a County road.

I understand the following terms of this purchase:

- o The cost does NOT include the mailbox itself. I am responsible for installing the mailbox to the support.
- o The mailbox support becomes my property and I am responsible for the upkeep and maintenance of the mailbox and site.
- o The Clearwater County Highway Department is not liable for damages of any nature to the support. Should damage to the support occur during Clearwater County Highway Department’s maintenance operation of the county road, the Highway Department reserves the right to determine whether they are obligated to replace the damaged support.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_