Lake of the Woods County
Mailbox Support Installation Instructions

Supplies

1. Mailbox Support
2. 6’ Sign Post
3. 2 Sign Post Bolts
4. Marking Stake (for One-Call)

1. It is very important to install your mailbox support carefully so that snowplow wings can move snow out from under the mailbox and, at the same time, allow access for the mail carrier.

2. Prior to installing the mailbox support, you should carefully measure 48” from the outside edge of the road shoulder and place a marking stake at this location. Then call the Gopher One-Call number at 1-800-252-1166 to request a locate for possible buried utilities, such as telephone or electric wires, before driving the sign post.

3. If there are no underground utilities at your stake location, drive in your sign post, leaving at least two feet (2’) out of the ground (more if the in-slope is steep). Make sure the sign post face is parallel with the road.

4. Adjust the mailbox support so that the bottom of the mailbox will be 45” above the road shoulder and install the two sign post bolts. This height minimizes snowplow strikes.

5. You can now bolt or screw your mailbox onto the support brackets.

6. If you also have a plastic newspaper box, please attach this to the side of your mailbox.

I hereby certify that I am a resident of Lake of the Woods County, and that I live on a County road, and I will install the mailbox support according to the above instructions.

Name: ___________________________________________ County Road No. __________________________
Address:  __________________________________________________________________________________
                                 __________________________________________________________________________________

Signature ___________________________________________ Date ____________________________

Lake of the Woods County Public Works Department, 306 8th Avenue SE, Baudette, MN 56623 Phone (218) 634-1767; Fax (218) 634-1768