

**MAILBOXES AND NEWSPAPER RECEPTACLES  
PERMIT**

I have received and read City of Walker Chapter 141 – Mailboxes and Newspaper Receptacles of the City Code of Ordinance including 141.03 – Attachment to Supports and 141.04 – Responsibility for Repair. I understand it is the applicant’s responsibility to call IOWA ONE-CALL (1-800-292-8989) for location of buried cables. I also understand this permit is valid for one (1) year after date of issuance and that construction must be completed prior to one (1) year from issuance.

This application, plans, and specifications are true and contain a correct description of the proposed fixture and work to be done.

I understand this application and any permit that may be granted in response thereto are subject to all laws of the state of Iowa and the Code of Ordinance of the City of Walker, Iowa, that may have a bearing on same.

PERMIT FEE: Non-refundable fee of \$25.00 per mailbox/newspaper receptacle and \$25.00 per newspaper receptacle.

Address where Mailbox/Newspaper Receptacle will be placed: \_\_\_\_\_

Date of Application \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

-----FOR CITY USE ONLY-----

Date received by Zoning Administrator \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date APPROVED by Zoning Administrator \_\_\_\_\_ Permit # \_\_\_\_\_

Conditions of approval \_\_\_\_\_

Date DENIED by Zoning Administrator \_\_\_\_\_ Reason for denial \_\_\_\_\_

Signature of Zoning Administrator \_\_\_\_\_

PETITION FOR BOARD OF ADJUSTMENT VARIANCE RECEIVED WITH WRITTEN JUSTIFICATION FOR CIRTERIA.

Findings of Board of Adjustment \_\_\_\_\_

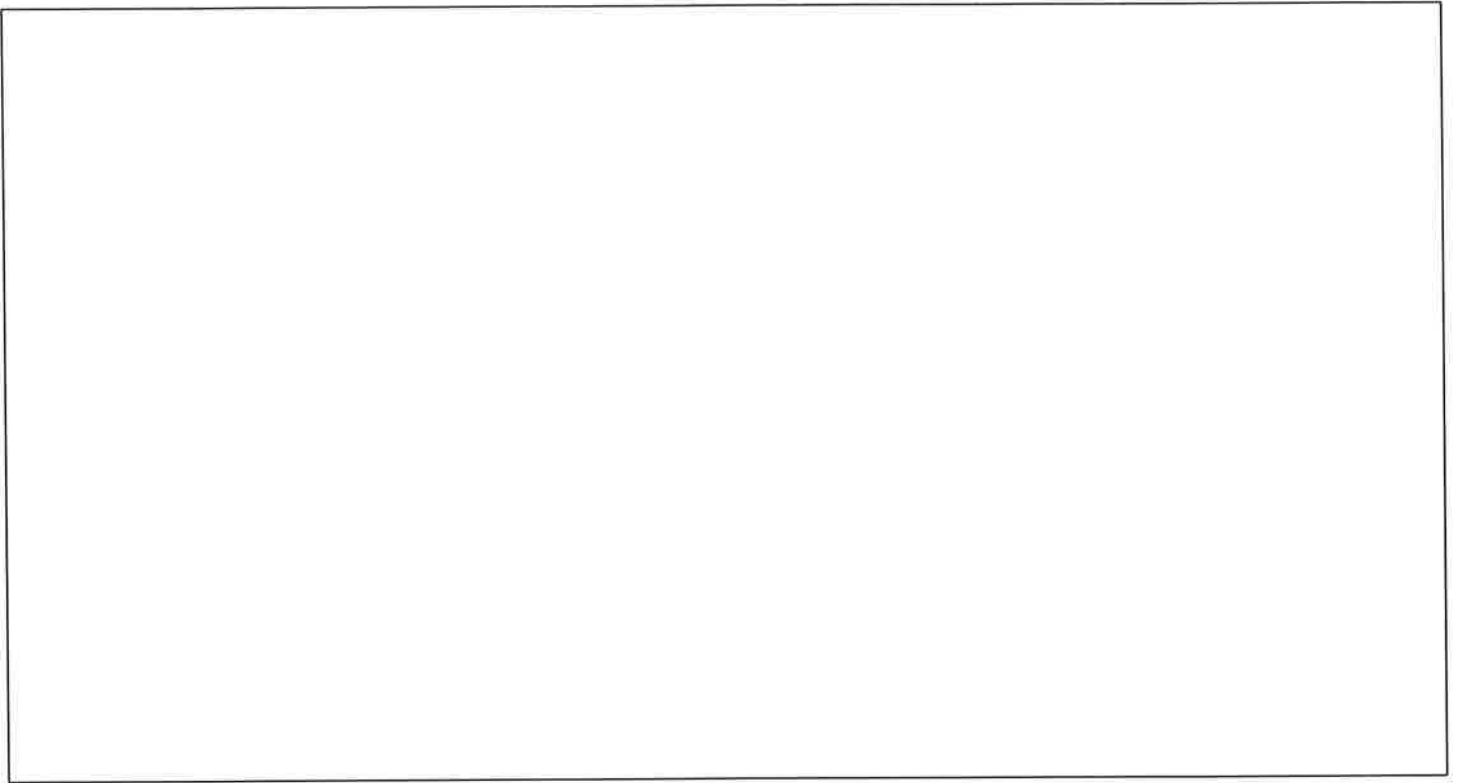
Variance Approved \_\_\_\_\_ Variance Denied \_\_\_\_\_ Date Petitioner notified if denied \_\_\_\_\_

Date permit approved by Board of Adjustment \_\_\_\_\_ Date Permit Issued \_\_\_\_\_

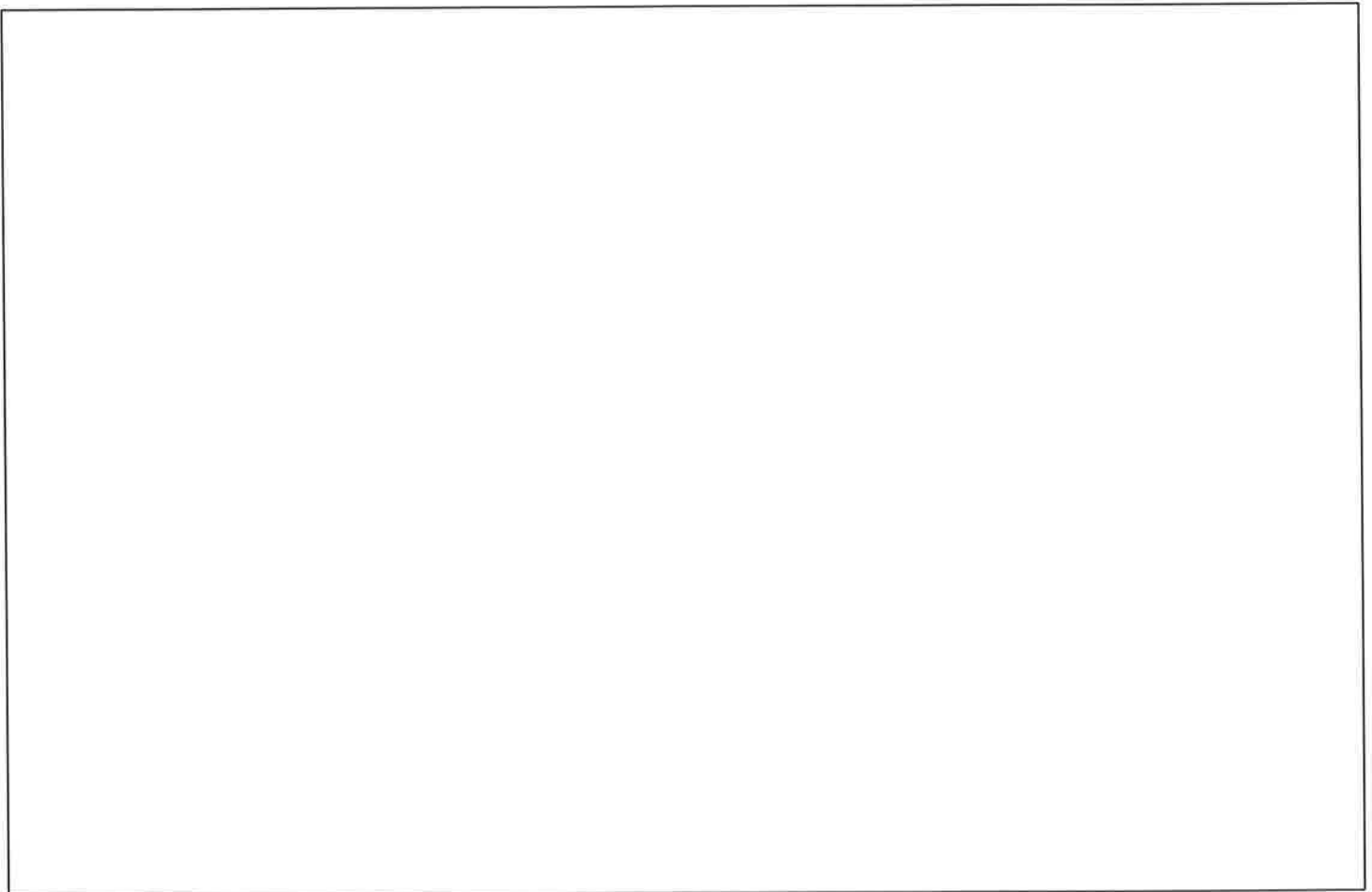
Permit # \_\_\_\_\_

Signature of Chairman of Board of Adjustment \_\_\_\_\_

Please draw a diagram showing how your mailbox/newspaper receptacle will be designed in the box below:



In the box below, please draw a diagram of your property, including major buildings and the street you live on, and indicate the placement of your mailbox/newspaper receptacle:



## CHAPTER 141

# MAILBOXES AND NEWSPAPER RECEPTACLES

141.01 Specifications

141.02 Placement of Newspaper Receptacles

141.03 Attachment to Supports

141.04 Responsibility for Repair

141.05 Permit

**141.01 SPECIFICATIONS.** The U.S. Postal Service regulations specify the dimensions and marking for mailboxes and list manufacturers of approved types of mailboxes. These regulations also govern the placement of newspaper receptacles that are attached to mailbox supports. The Postal Service determines if mailboxes conform to the regulations. It is their policy to notify the owners of nonconforming boxes and request that the irregularities or defects be remedied.

**141.02 PLACEMENT OF NEWSPAPER RECEPTACLES.** Publishing companies are allowed to erect and maintain receptacles for newspaper or other publications on the right-of-way provided that the installation complies with City and U.S. Postal Service regulations. Receptacles attached to mailbox supports shall be located on the right-hand side of the road in the direction of travel. There shall be no advertising on the receptacles (the name of the publishing company may be shown by embossing only). Publishing company receptacles not attached to mailbox supports must be placed on the right-of-way adjacent to the recipient's place of residence.

**141.03 ATTACHMENT TO SUPPORTS.** The mailbox or newspaper receptacle shall be firmly attached to a support that will yield or break away when struck by a vehicle or maintenance equipment. Illustrations of approved types of support assemblies are available at City Hall. Basic standards of installation are as follows:

1. The front edge, or street side face, of the mailbox or newspaper receptacle shall be set back the width of the shoulder (or the outermost edge of the road where there is no shoulder), plus eight (8) inches.
2. The support post must be at least forty-eight (48) inches from the face of the main box to the support post.
3. Mailbox or newspaper receptacle must be installed at a height of 42 inches to 48 inches from the road surface to the bottom of the mailbox or newspaper receptacle or point of entry.
4. The box or receptacle shall be attached to the support firmly enough that the box and support do not separate when struck.

**141.04 RESPONSIBILITY FOR REPAIR.** The City shall not be responsible for repair of mailboxes, newspaper receptacles or their supports that are damaged due to normal or routine snow plowing or other road maintenance operations.

**141.05 PERMIT.** The permit shall be applied for in writing, on a form provided by the City Clerk, and accompanied by plans and specifications sufficient to determine compliance with all applicable laws of the State of Iowa and all ordinances of the City, with the applicable fee as set forth in the Schedule of Fees.

*(Ord. 321 – Dec. 15 Supp.)*