



JACKSON COUNTY SECONDARY ROADS

201 West Platt Street
Maquoketa, Iowa 52060
Jayden Scheckel, P.E. Jackson County Engineer

P 563-652-4782

F 563-652-4244

JACKSON COUNTY MAILBOX REPLACEMENT POLICY

1. Subject

Establish department procedures and policies for mailbox replacement.

2. General

The Jackson County Board of Supervisors recognizes the fact that mailboxes within the county road right-of-way may be damaged or destroyed by county road maintenance operations. It is the policy of Jackson County to replace or repair to a reasonable standard, at no expense to the owner, mailboxes that are destroyed or damaged by county road crews and authorized contractors. This policy statement will cover the procedures to be followed in accordance with this objective.

3. Procedures

The County Engineer and/or the Road Superintendent will investigate all complaints and claims relative to mailboxes damaged or destroyed by road maintenance operations. These investigations will also include reports of said damage or destruction reported by county road personnel. Road personnel are encouraged to report all said damages known to them to the Road Superintendent to avoid citizen complaints.

The investigation of all such reports, complaints and claims shall be conducted as promptly as possible and a determination made by the County Engineer and/or the Road Superintendent as to the validity and extent of damage. This investigation must clearly verify that the damage was a direct result of county road crew operations and not other causes. Only mailboxes damaged by direct contact from Jackson County maintenance vehicles will be repaired or replaced; mailboxes damaged as the result of forced snow and the like will not be replaced. On the basis of this determination, the Road Superintendent will instigate the required repairs and/or replacement as soon as possible. Temporary repairs or installations may be required if conditions do not allow for permanent repairs and/or replacement (i.e., frozen ground).

4. Replacement

If replacement is required, the permanent installation shall consist of a standard size galvanized mailbox (not more than 24" long by 6" wide by 8" high) mounted on a 4" x 4" green treated post. Damaged special ornamental boxes and/or damaged special supports will be substituted by the standard installation. If the citizen does not want the county to replace the mailbox with the standard, the citizen will be responsible for installing a replacement mailbox and can be reimbursed for replacement expenses. Reimbursement shall be only for materials for mailbox and/or post and shall be for actual amount on receipts, but not in excess of \$100.00. Completion and submittal of Jackson County Damage Claim Form shall be required before receiving reimbursement.

All new mailbox installations shall be positioned at the edge of the shoulder or edge of the grade of the road at the height required by the U.S. Postal Regulations.

5. Approval

This policy will take effect APRIL 22, 2025 and shall be in force until revised or terminated by the Board of Supervisors.

Chairman, Jackson County Board of Supervisors

Jackson County Engineer



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JACKSON COUNTY MAILBOX DAMAGE CLAIM FORM

Submitted By (Print Name): _____

Address: _____

Phone: _____ Date: _____

1. Date and Time of Incident: _____

2. Location of Mailbox: _____

3. Description of Damage: _____

4. See attached Mailbox Policy and Detail Sheet.

5. Total Amount of Damages Claimed: \$ _____ (attach estimates, receipts, photos, etc):

6. W9 form must be submitted with this form prior to receiving reimbursement

Signature: _____ Date: _____

Return this Form To: Jackson County Engineer
201 West Platt Street
Maquoketa, IA 52060
Phone: (563) 652-4782 Fax (563) 652-4244

Department Comments: _____

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Approved

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Denied

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Site Reviewed

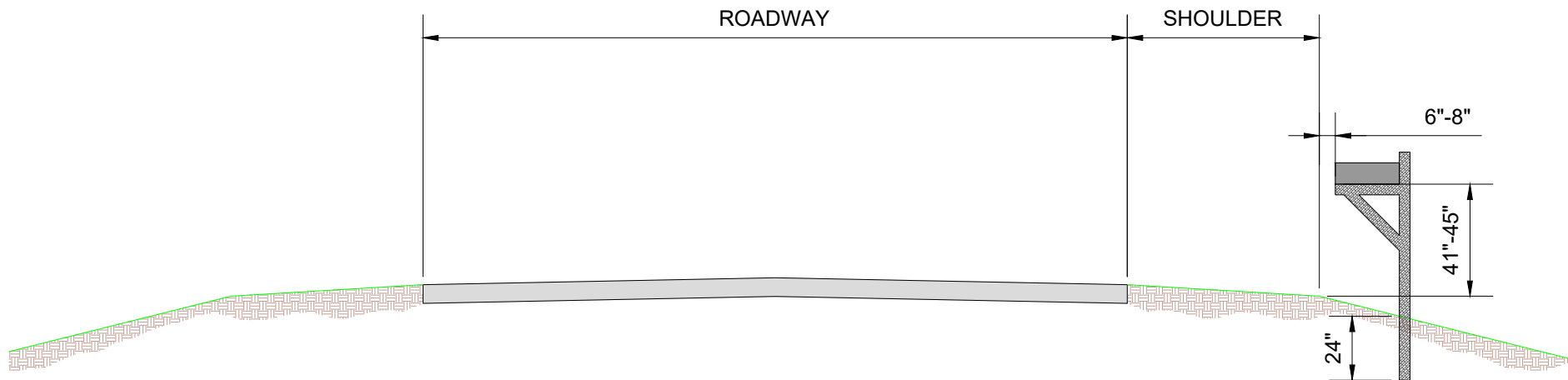
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Mailbox Installation/Location Approved

Jackson County Engineer

Secondary Roads Superintendent

PLOT DATE: \\P:\Policies\Mailbox Policy\Typical Mailbox Installation Detail.dwg



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201 West Platt Street, Maquoketa IA 52060
Phone: 563-652-4782
Email: jceng@jacksoncounty.iowa.gov
Web: <https://jacksoncounty.iowa.gov>

TYPICAL MAILBOX INSTALLATION DETAIL