

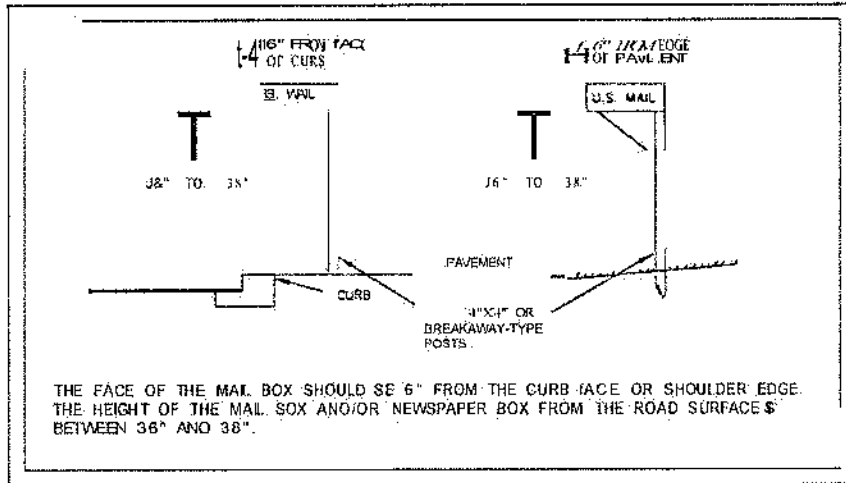
**Charles County Department of Public Works
Standard Operating Policy and Procedure**

Title:	County Maintenance Equipment/Mailbox Damage	SOP#: DPW.05.005
Division:	Roads	Effective Date: <i>Prior to 1998</i>
		Revision Date: <i>11/19/13</i>
Purpose:	To institute a policy to reimburse citizens for mailboxes that are damaged by County maintenance equipment during right-of-way maintenance.	
Policy:	<p>Mailboxes that are physically damaged by county maintenance equipment will either be replaced or residents will be reimbursed for damages at a flat rate of \$50.00</p> <ul style="list-style-type: none"> - Damage must occur from the County equipment striking the mailbox/post. 	
Procedure:	<p>Citizen complaints will be verified by Public Works, Roads Division. If it is determined by the county that a mailbox was damaged by County maintenance equipment, making physical contact, the following options are available:</p> <p>Replacement by the County of the existing mailbox with a standard wooden post and mailbox in compliance with county regulations (copy attached).</p> <p>Citizens may be reimbursed at a flat rate of \$50.00. It will be the responsibility of the citizen to replace the mailbox.</p>	
Authorized:	<i>William A. Shreve</i>	Date <u>11/19/13</u>

COUNTY REGULATIONS AND THE CHARLES COUNTY ROAD ORDINANCE PROHIBITS ANY PRIVATELY OWNED PERMANENT OR SEMIPERMANENT STRUCTURES WITHIN THE ROAD RIGHTS-OF-WAY SUCH AS:

- FENCES
- BASKETBALL HOOPS
- SIGNS
- GAZEBOS
- ETC.

THE ONLY EXCEPTION IS A REGULATION U.S. MAIL BOX AND/OR NEWSPAPER BOX AS INDICATED BELOW



TO AVOID THE COST AND AGGRAVATION OF REMOVING STRUCTURES PLACED WITHIN THE ROAD RIGHTS-OF-WAY, PLEASE CONTACT THE PUBLIC FACILITIES DEPARTMENT AT (301)832-3450 PRIOR TO CONSTRUCTION TO DETERMINE THE RIGHT-OF-WAY WIDTH.

ADHERENCE TO THESE RULES WILL GREATLY REDUCE LIABILITY AND WILL ASSIST IN ASSURING THE SAFETY OF PEDESTRIANS AND VEHICLES

CHARLES COUNTY GOVERNMENT DEPARTMENT OF PLANNING & GROWTH MANAGEMENT		STANDARD DETAIL	REVISIONS:
APPROVED: <i>[Signature]</i> <small>CHIEF OF DEVELOPMENT & CAPITAL SERVICES</small>	<small>DATE</small> 11/17/99	PLACEMENT OF PRIVATELY OWNED STRUCTURES WITHIN COUNTY ROAD RIGHTS-OF-WAY	R 2.46
<small>DATE</small> 11/17/99	<small>DATE</small>		

Charles County Department of Public Facilities' Mailbox Policy, No.R-09:

Should your mailbox be damaged during the event of inclement weather, please contact the Roads Division at 301-932-3450. After the County investigates the claim, if it is determined by the County that the mailbox was damaged by County maintenance equipment, making physical contact with the mailbox, the following options are available:

1. Replacement by the County of the existing mailbox with a standard wooden post and mailbox in compliance with County regulations (a copy of the regulations is on file in the Roads Division).
2. Citizens may be reimbursed at a flat rate of \$50.00. It will be the responsibility of the citizen to replace the mailbox.