



**OFFICE of the FAIRFIELD COUNTY ENGINEER**

3026 West Fair Avenue, Lancaster, Ohio 43130  
Phone: (740) 687-7050 Fax: (740) 687-7055

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**MAILBOX APPLICATION**

**TYPE: Mailbox #:** \_\_\_\_\_  
(Application must be made by Landowner)

Name (print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Township: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**NEW MAILBOX LOCATION**

Address or Distance from Geographical point: \_\_\_\_\_

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**MAILBOX REGULATIONS**

1. All mailbox units, attachments, supports, and the installations hereof, are to be in strict compliance with U.S. Postal and County Regulations.
2. All supports for rural mailboxes shall be of the breakaway type. Examples of satisfactory mailbox supports are:
  - a. 4" x 4" timber post
  - b. 4-1/2" round timber post
  - c. 2" inner diameter standard strength steel pipe (2-3/8" outer diameter)
3. Mailbox posts shall not be set in concrete.
4. The leading edge of the mailbox itself shall be 2-1/2' minimum from the edge of the pavement.
5. There shall be no planting (other than grass) around the mailbox.
6. Maintenance responsibilities for this installation are forever the responsibility of the property owner.
7. Property owner must call the Ohio Utilities Protection Services at 1-800-362-2764 before digging.
8. Permittee herein understands and agrees to hold Fairfield County, Ohio harmless and agrees to indemnify Fairfield County, Ohio from any and all liability of whatever kind of nature which may arise as a result of Permittee's activities on the right-of-way belonging to Fairfield County, Ohio.
9. Permittee must notify the Traffic and Permit Inspector at 740-687-7050 that the mailbox installation is complete and ready for final inspection.

I agree to comply with all Mailbox Regulations:

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(print name)

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