PART II RESIDENTIAL ENTRANCES

Instructions For Securing Residential Entrance Permit

APPLICATION

Any individual desiring to construct or reconstruct an entrance to serve a private single family residence shall make written application to the Department in the District in which the construction is to take place before beginning any construction of improvements on the property. The application form is available from the District Permit Supervisor. (See Section III, Sample Forms and Letters).

SUBMITTING APPLICATION

The Application Form is to be completed and signed by the property owner or his authorized representative and submitted to the District Permit Supervisor for his approval.

APPROVAL OF APPLICATION

The approval of the application shall be subject to the following conditions:

(1) The application shall be properly and clearly completed as determined by the Department.

(2) The location, design and construction of driveways shall meet the requirements of the Department.

(3) The Applicant and Department will execute a Construction Permit for the intended construction.

(4) Upon completion of the driveway to the satisfaction of the Department an Entrance Permit will be issued.

CONSTRUCTION RESPONSIBILITIES

(1) For residential driveways the Department will place the drainage pipe furnished by the applicant. All other costs incidental to the driveway shall be borne by the property owner.

(2) Should the construction not be completed to the satisfaction of the Department the Department may seek compliance as permitted by the Delaware Code including the closing of the entrance. All cost associated with obtaining compliance will be assessed to the property owner.

MAILBOX REQUIREMENTS

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on the highway rights of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Department. Department standards for the location and construction of mailboxes are available from the District Permit Office.

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of the Director of Highways the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

Location

- No mailbox will be permitted where access is obtained from the lanes of a freeway or where access is otherwise prohibited by law or regulation.
- Mailboxes shall be located on the right hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3'-6" and 4'-0" above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum distance of the greater of the following: 8 feet (where no paved shoulder exists), the width of the paved shoulder present plus 8 to 12 inches, or the width of a paved turnout specified by the Department plus 8 to 12 inches.
- Exceptions to the lateral placement criteria above will exist on residential streets and local rural roads where the Department deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets the roadside face of the mailbox shall be set back from the face of curb distance between 6 and 12 inches. On residential streets without curbs or all-weather shoulders and which carry low-traffic volumes operating at low speeds, the roadside face of a mailbox shall be offset between 8 and 12 inches behind the edge of pavement. On very low volume rural roads with low operating speeds, the Department may find it acceptable to offset mailboxes a minimum of 6 feet 8 inches from the traveled ways and under some low-volume, low-speed conditions may find clearances as low as 2 feet 8 inches acceptable.

- Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.
- Where a mailbox is located at an intersecting road it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

Structure

- Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.
- No more than two mailboxes may be mounted on a support structure. Lightweight newspaper boxes may be mounted below the side of the mailbox support.
- Mailbox supports shall not be set in concrete.
- A single 4-inch x 4-inch or 4½-inch diameter wooden post or a metal post with a strength no greater than a 2-inch diameter standard strength steel pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an antitwist device that extends no more than 10 inches below the ground surface.
- The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. Acceptable attachment details will be made available by contacting the District Office.

- The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the groundline.

Removal of Non-conforming or Unsafe Mailboxes

- Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon written notification by the Department.

  At the discretion of the Department, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours nor more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the Department, at the postal patron's expense.