

ORDINANCE NO. 4901

AN ORDINANCE AMENDING CHAPTER 94, ARTICLE I OF THE BOSSIER PARISH CODE OF ORDINANCES, "ROADS AND BRIDGES", BY ADDING SECTION 94-12, "PERMIT REQUIRED FOR MAILBOX CONSTRUCTION IN PARISH RIGHTS-OF-WAY; VIOLATIONS; PENALTIES"

BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session on this 3<sup>rd</sup> day of August, 2022, that Chapter 94, "Roads and Bridges", Article I "In General", of the Bossier Parish Code of Ordinances, be and is hereby amended to add the following:

CHAPTER 94 – ROADS AND BRIDGES

*Chapter 94-12, be and is hereby added as follows:*

**Section 94-12 – Permit required for mailbox construction in parish rights-of-way; violations; penalties.**

- (a) Prior to the construction of a mailbox in the right-of-way along any parish road with a speed of 35 miles per hour or greater, a permit for such mailbox construction shall be obtained from the police jury permits office, under the following procedure:
  - (1) Application for a mailbox construction permit shall be presented to the police jury permit office on forms furnished by the police jury, and will include, but not be limited to, the following:
    - a. Location of the proposed mailbox construction;
    - b. Name, address, and telephone number of the applicant; and
    - c. Name and address of the installer of the mailbox.
  - (2) The permit fee shall be paid to the police jury permit office at the time of the application.
  - (3) The following pertains to mailbox construction:
    - (a) Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service;
    - (b) No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support;
    - (c) Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash testing when so installed;
    - (d) All exposed conventional mailboxes should be firmly attached to supports that would yield or break away safely if struck by a vehicle;
    - (e) Posts strong enough to support the box, but capable of bending when struck by a vehicle, are required. Maximum strength posts are either a metal post with a strength no greater than a 2" diameter standard strength steel pipe or a 2#FT flanged channel. Both are acceptable mailbox supports when embedded no more than 24" into the ground. A metal post shall not be fitted with an anchor plate but may have an anti-twist device that extends no more than 10" below the ground surface;
    - (f) The post-to-box attachment shall be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle;
    - (g) Mailbox support designs must be delineated on a plan and approved by the Parish Engineer or Building Official;

(h) Installation shall be in accordance with the AASHTO publication A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS AND LA DOTD's STANDARDS MANUAL FOR ACCOMMODATING UTILITIES, DRIVEWAYS AND OTHER FACILITIES ON HIGHWAY RIGHT-OF-WAY.

- (4) The applicant shall notify the police jury permit office of the date and time for mailbox installation. An authorized representative of the police jury may be present during the installation.
- (b) Final acceptance of the mailbox installation certifies only that the installation is in accordance with regulations and specifications of the police jury. The parish accepts no maintenance responsibility or liability for the mailbox.
- (c) A fee of \$50.00 shall be charged at the time of application for a mailbox construction permit and shall be paid by cash or check to the police jury permit office. The fee is nonrefundable.
- (d) Failure to comply with the provisions of this section will result in the following penalties:
- (1) Failure to obtain a mailbox construction permit prior to commencement of work will result in a fine of \$100.00, which shall be due and payable to the police jury immediately upon notification in writing by the police jury to the property owner that such violation has occurred.
- (2) If construction of a mailbox in the parish right-of-way, either after following proper procedure for obtaining a permit, or in violation of the permit system, does not meet parish requirements upon final inspection, a fine of \$10.00 shall be levied against the property owner for each day of the violation, commencing on the day of receipt of notice in writing from the police jury to the property owner that such mailbox construction does not meet the requirements of the parish.

The ordinance was offered by Mr. Benton, seconded by Mr. Rimmer. Upon unanimous vote, it was duly adopted on this 3<sup>rd</sup> day of August, 2022.

RACHEL D. HAUSER  
PARISH SECRETARY

THOMAS D. SALZER, PRESIDENT  
BOSSIER PARISH POLICE JURY