

## MAILBOX REQUIREMENTS (DeDOT Standards & Regulations)

### 7.4 Mailbox Requirements

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

#### 7.4.1.2 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.

A single 4" x 4" square or 4.5" diameter round wooden post or a metal post with strength no greater than a 2" diameter standard strength steel pipe and embedded no more than 24 inches into the ground shall be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than ten inches below the ground surface. Mailbox supports shall not be encased in concrete or brick.

## MAILBOX REQUIREMENTS CONTINUED

### 7.4.2 Removal of Non-conforming or Unsafe Mail boxes

Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon written notification by DeDOT. At the discretion of DeDOT, based on an assessment of hazard to the public, the patron shall 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 shall be removed by DeDOT, at the postal patron's expense.

#### List of Pipe Companies

(Provisions of this list, does not constitute an endorsement of these suppliers)

#### Concrete Pipes

Rinker Materials, Corp Middletown 378-8920

#### Aluminum Pipes

Southern States, Milford 422-8066

Mumford Sheet Metal, Selbyville 436-8251

#### HDPE Pipes

Dover Plumbing Supply, Dover 674-0333



## DeDOT Permit Information

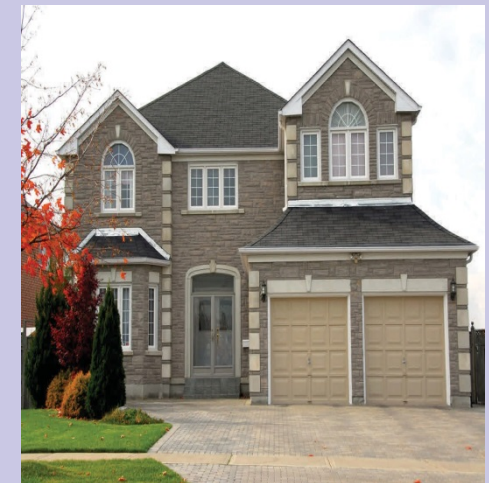
**South District Headquarters**  
23697 DuPont Blvd  
Georgetown, DE 19966

**(302) 853-1340 (Office)**  
**(302) 856-5925 (Fax)**

### Hours of Operations

**Monday through Friday**  
**(Except Holidays)**

**8:00 a.m. to 4:00 p.m.**



# Residential Entrance Permit Information

Please submit the following documentation:

1. **Entrance Application Form**  
(Front side only)
2. **Property Verification** (see below.)  
(Only one is required & Note this information must be current.)
  - **Zoning and Tax Map Verification Form**  
(showing current owner of record, tax identification number, lot number if applicable.  
Can be obtained at Kent County-Inspections & Enforcement Section at 555 Bay Road, Dover)
  - **Letter from municipality** (showing current owner of record, tax identification number, and lot number if applicable.)
  - **Settlement sheet** (showing current owner of record, address, tax identification number, lot number if applicable, signed and dated by both parties.)
  - **Deed** (showing current owner of record, tax identification number, lot number if applicable, proper seals and signatures.)
  - **Kent County Pride** (Printed property ownership. If subdivided must show lot number)
  - **Tax bill** (showing current owner of record, tax identification number, and lot number if applicable.)

If property has been subdivided it will receive a new tax identification number which will be different then noted on deed, settlement sheet, Kent county Pride, etc.

### 3. Power of Attorney

This is required if someone other than the property owner is picking up a construction/safety permit. This form must be notarized and adhere to the DelDOT standard form.

### 4. Letter of Intent

A letter of intent must be submitted if you are requesting a second entrance, wish to widen your existing entrance, for a ditch enclosure, conditional use, etc.

**5. Recorded Record/Plot Plan**—If your property has been or was subdivided you must acquire a copy of the recorded plot plan. (This is land that has been divided into five (5) or fewer residential lots.)

The recorded plot plan must have Plot, Page, Date and Time Recorded, and signed by the Recorder of Deeds (See sample below.)

PLOT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 SIZE \_\_\_\_\_

RECEIVED FOR RECORD  
 \_\_\_\_\_, A.D. \_\_\_\_\_  
 TIME \_\_\_\_\_  
 (Betty Lou McKenna)  
 RECORDER OF DEEDS

This can be obtained at Sussex County Planning & Zoning Building, Recorder of Deeds Office.

**Address:** 2 The Circle / P.O. Box  
827 Georgetown, DE 19947

**Phone No.** (302) 855-7785

**Hours:** 8:30 a.m. to 4:00 p.m.

### 6. How to identify the existing and or proposed entrance:

Place two (2) wooden stakes at the entrance. The stakes shall be 24" to 36" in length. The stakes shall be placed 24 feet apart, and as close to the roadside property line as possible, while being clearly visible from the road.

- No driveway/entrance shall be located within five feet of a neighboring property line.
- The stakes shall not be set closer than five (5) feet from the edge of pavement.
- Tie a ribbon and or apply paint to the top of stakes to make them clearly visible.
- Write the last name of property owner on each stake.

**If stakes are not placed, a permit will not be issued.**

