

**AN ORDINANCE REGULATING THE LOCATION  
OF MAILBOXES AND PAPERBOXES IN TOWN  
ROAD RIGHT-OF-WAYS**

**Section 1.0 INTRODUCTION**

1. *Findings.* The Town Board of the Town of Ellington, Outagamie County, finds that the unregulated location of mailboxes and paperboxes within Town road right-of-ways has created safety hazards for travel and impairs the ability of the Town to maintain Town roads.
2. *Purpose.* The purpose of this ordinance is to promote the public health, safety and welfare by ensuring adequate distance between the edge of the pavement of Town roads and mailboxes and paperboxes erected within Town road right-of-ways.

**Section 2.0 DEFINITIONS**

1. *Mailbox* means an enclosed weatherproof container placed in the Town road right-of-way for the delivery and placement of U. S. Mail.
2. *Paperbox* means a container for the placement of local newspapers or public information.
3. *Subdivision* means a "major land division" in Section 18.65(24) of the Outagamie County Land Division Ordinance recorded with the Outagamie County Register of Deeds.
4. *Shoulder* means the graveled portion of the roadway lying adjacent to the pavement.

**Section 3.0 GENERAL PROVISIONS**

1. No mailbox or paperbox may be erected, placed, moved or maintained in a Town road right-of-way with the face of the mailbox or paperbox closer than thirty (30) inches in horizontal distance from the edge of the pavement provided, however, that in subdivisions, no mailbox or paperbox may be erected, placed, moved or maintained in a Town road right-of-way closer than twenty-four (24) inches in horizontal distance from the edge of the pavement.
2. Paperboxes may have their own post but must be on the same side of the road as the mailbox. Paperboxes, whether on the same post as mailboxes or on a separate post, shall meet the horizontal distance requirements of paragraph 1. No paperbox shall obscure the name and address displayed on the mailbox.

3. In the event the shoulder of the road is not adequate in width to provide the horizontal distance required in paragraph 1, the owner must provide the additional shouldering at his or her expense.

**Section 4.0 COMPLIANCE AND PENALTIES**

1. All mailboxes and paperboxes must comply with the requirements set forth in Section 3, paragraphs 1 and 2 by June 1, 2005.

2. Any mailbox or paperbox that fails to comply with the requirements in Section 3.0 by June 1, 2005 shall be deemed in violation of this ordinance. The Town may realign any mailbox or paperbox in violation of this ordinance at the owners expense.

3. This Ordinance shall be effective at 12:01 a.m., on the day following its adoption, posting and publication.

Date of adoption: June 10, 2004

Orville Nelson  
Orville Nelson, Chair

Attest: Donna Bentle  
Donna Bentle, Clerk