JACKSON CENTER

ORDINANCE 2026-018

AN ORDINANCE ESTABLISHING THE VILLAGE POLICY FOR MAILBOXES LOCATED WITHIN THE STREET RIGHT OF WAY.

WHEREAS, there is a need for private mailboxes to be located within the right-of-way of the Village, and

WHEREAS, said mailboxes if improperly installed could pose a condition that may be hazardous to the safety, health and welfare of pedestrians, and

WHEREAS, the Council of the Village of Jackson Center has determined the location of mailboxes in the street right-of-way should be discouraged, especially if the installation needs to be on an existing sidewalk, but when the need arises, the installation must be approved by the Village of Jackson Center.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JACKSON CENTER, SHELBY COUNTY, STATE OF OHIO

SECTION 1.
All mailboxes that shall be erected within the boundaries of any right-of-way of the Village of Jackson Center require an installation permit from the Village of Jackson Center. The installation permit of a mailbox requires a signed guaranteed delivery as determined by the United States Postal Service. The permit fee for an installation in the grass utility strip is Twenty-five Dollars ($25.00). If the mailbox is to be attached to a new or existing sidewalk, the permit fee is One Hundred Twenty-Five Dollars ($125.00) which includes a $100.00 non-refundable deposit.

SECTION 2.
Mailboxes shall not be installed on and within sidewalks measuring less than forty-eight (48") wide with the exception of hardship cases as determined by the United States Postal Service. Any installation on a sidewalk less than sixty inches (60") wide, the mailbox must allow thirty-six inches (36") of clearance to comply with ADA guidelines.

SECTION 3.
Mailboxes shall be placed within the utility strip if one exists, located between the curb and sidewalk, as permitted under the conditions described herein.

SECTION 4.
Mailboxes will be at least forty-two inches from the street to the bottom of the mailbox and mounted on a break-away post not larger than four inches by four inches. Said mail box will have dimensions that do not exceed twelve inches wide, twelve inches tall and twenty-four inches deep. All mailboxes shall be approved per USPS regulations and specifications. Any damage to public property which may occur during the installation or removal of a mailbox shall be repaired at the abutting property owner's expense. Failure to repair within ninety (90) days will result in the repairs being made by the Village, and the costs, including labor, materials, and administrative costs, assessed to the property owner.

SECTION 5.
All mailboxes remain the property and liability of the property owner. Any damage to an installation within the Village Right of Way remains the responsibility of the property owner to replace or repair. This includes, but is not limited to, damage due to snow removal, street maintenance, accidents, or acts of vandalism. For any installation on the sidewalk, any damage that occurs to the concrete shall be repaired to the Village of Jackson Center standards before any reinstallation of the mailbox. If the concrete is not repaired within ninety (90) days, the Village will repair or replace the concrete and assess the property owner for the repairs or replacement costs, including labor, materials, and administrative costs.

SECTION 6.
Ordinance 2003-06, passed January 13, 2003, is hereby repealed and replaced by this ordinance.

SECTION 7.
This Ordinance shall take effect and be in full force after its adoption by Council, approval by the Mayor, and the earliest period allowed by law.

Adopted on this date:

October 12th, 2026

Jesse Fark, Mayor

Attest:

James G. Gooding, Fiscal Officer

CERTIFICATE OF FISCAL OFFICER AS TO POSTING

I certify that the above Ordinance 2026-018 has been posted as required by law on the Village Website and Social Media Page.

Date of Posting: *October 13, 2026*

Signed:

Mailbox Permit Application

Village of Jackson Center
122 E. Pike Street
Jackson Center, OH 45334

Date: _____ **Application No. M-** _____
(Office use Only.)

Jackson Center Ordinance 2026-018 authorizes the installation of a federally-approved mailbox within the public right of way provided the United States Postal Service (USPS) has confirmed that US mail will be delivered to that location. An installation permit shall NOT be issued unless the application has been signed by the Jackson Center USPS Postmaster or an authorized employee of the United States Postal Service. *(Section 3)*

Any mailbox shall be installed within the grass utility strip between the sidewalk and curb. If there is no utility strip available, the installation may occur on the sidewalk provided the non-refundable deposit has been paid and the installation has been approved by the Village of Jackson Center. All installations must be approved by the Village of Jackson Center with the location approved by the United States Postal Service (USPS approval- Page 2).

ALL mailboxes installed are the property and liability of the property owner. Any damage incurred due to snow removal, street maintenance, accidents, or acts of vandalism, shall be the responsibility of the property owner to repair or replace.

**** NOTE: ALL areas highlighted in yellow MUST be completed by the applicant. ****

1) Property Location:

Property Owner(s): _____

Street Address: _____

Mobile No.: _____ **Home Phone No.:** _____

Is the mailbox needed due to hardship? **Yes** _____ **No** _____

2) Proposed Mailbox Location: *(Page 3, Sketch with proposed location MUST be attached.)*

Utility Strip Installation: _____ ***OR*** **Sidewalk Installation:** _____

Location on property frontage:

East _____ **West** _____ **North** _____ **South** _____

Is the type of mailbox USPS approved? **Yes** _____ **No** _____

3)USPS Approval: **PRIOR APPROVAL BY USPS REQUIRED BY APPLICANT**

Approval Date: _____

As an authorized representative of the Jackson Center Post Office and the United States Postal Service, I acknowledge and approve the installation of a mailbox at the above property. By my acknowledgement, I am confirming that the location is on an existing delivery route and that mail CAN be delivered to the address above. This acknowledgement does not apply to any other address than the one noted on this application. Should an existing route be altered to not include this address, mail will not be guaranteed delivery to this address unless for a hardship condition of the property's resident(s) as determined by the USPS.

USPS Delivery Address Approved : **YES** ☐ **NO** ☐

_____ _____

Printed Name, Postmaster or Authorized Employee *Signature, JC Postmaster or Authorized Employee*

NOTE: **THIS APPROVAL MUST BE SIGNED BEFORE THE PERMIT APPLICATION WILL BE CONSIDERED BY THE VILLAGE FOR APPROVAL.**

4) Mailbox Permit Fee Paid:

NOTE: (Concrete Installation requires a non-refundable deposit in addition to the fee.)

Grass Utility Strip: $ _____ ***OR*** Concrete Sidewalk : $ _____

5) Signature & Date:

Owner: _____ **Date:** _____

(Space below for Office use only.)

Date Filed:

_____ **, 20**

Amt. Rec'd.:

$ _____

Issued: _____ ,20

Denied: _____ ,20

Signed: _____

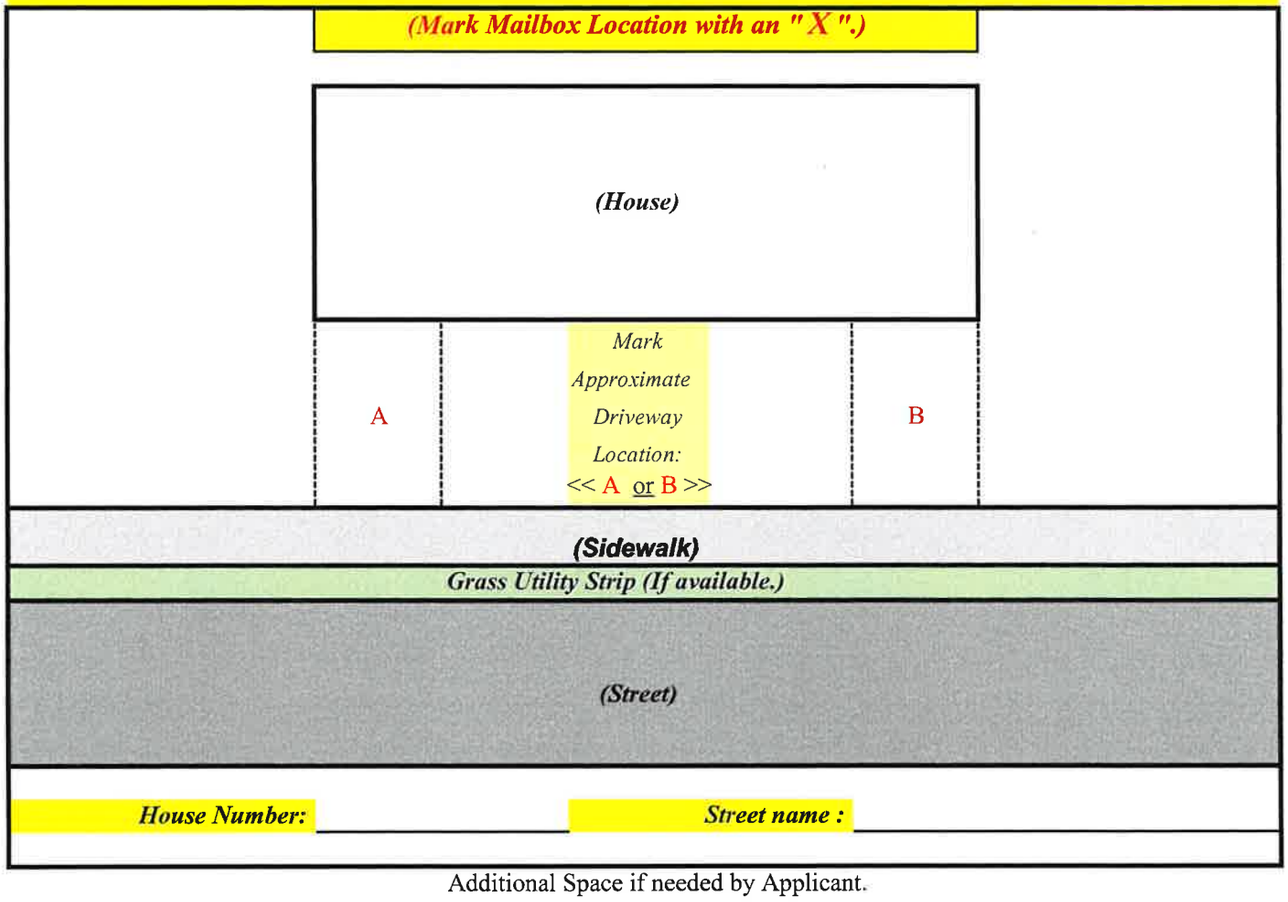
Village Administrator or Authorized Employee

SKETCH LAYOUT FOR USPS MAILBOX LOCATION

Property Owner: _____ Address: _____

PROPOSED LOCATION OF MAILBOX LOCATION MUST BE PLAINLY MARKED.

(Mark Mailbox Location with an " X ".)



House Number: _____ ***Street name :*** _____

Additional Space if needed by Applicant.

Date: _____ **Signed:** _____

Applicant/Property Owner