



**Municipal Lands Occupancy Permit  
For Rural Mail Box Location**  
Infrastructure and Public Works Department

Town Use:  
Permit #  
PRMB\_\_\_\_\_

PLEASE MARK THE PROPOSED MAIL BOX LOCATION CLEARLY WITH A STAKE (STAKE AVAILABLE FROM MUNICIPAL OFFICES) FOR INSPECTION PURPOSES

An Application for a Mail Box Location Permit must be accompanied with Application Fee of Ten Dollars (\$10.00)

**Owner Contact Information** (please print)

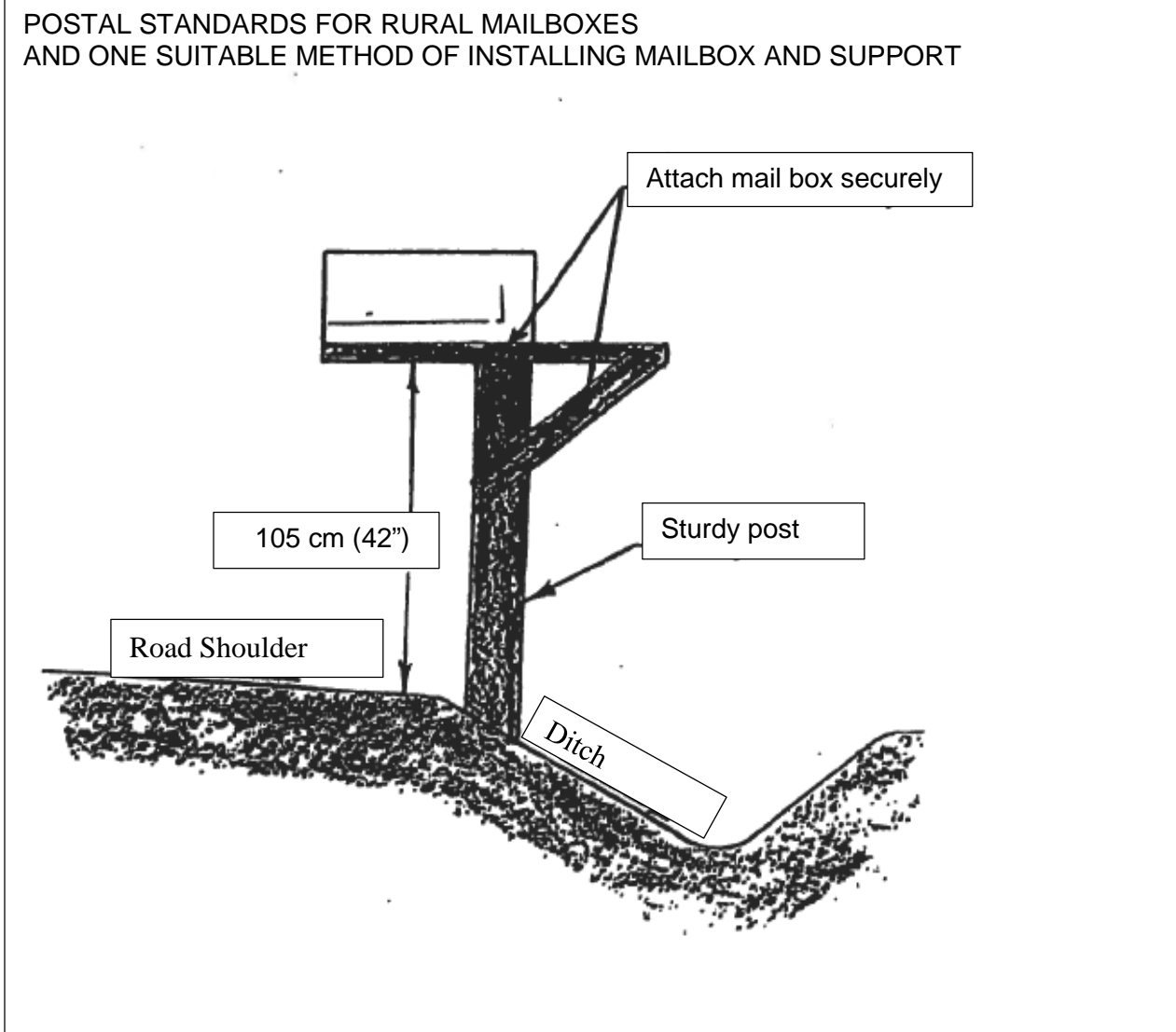
Registered Owner: \_\_\_\_\_ Roll # \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibit 'A'



It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned. The issuance of a Permit by the Township does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect of this application, we, the applicant/owner for ourselves, our heirs, executors, administrators, successors and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Town of The Blue Mountains as represented by the Manager of Roads and Drainage or his designate, from and against all loss, cost, charges, damages, whatsoever to which may be put or which the Town may suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the work authorized.

This agreement may be delivered by facsimile or by email in PDF format and such delivery shall constitute a duly executed original.

DATED \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

## CONDITIONS OF RURAL MAIL BOX PLACEMENT

1. The said rural mail box shall be located on the right hand side of the road in the direction that the delivery agent travels, in a position where the courier can reach and service it from his/her vehicle without having an impediment to pedestrian or vehicular traffic, and at a location site that the Roads Superintendent and/or his designate may require.
2. The said rural mail box shall be erected, placed, repaired and maintained so that;
  - a) The box is securely attached to a fixed post or cantilever arm or equivalent so that the mail box does not protrude closer to the road than the rounding of the shoulder, and;
  - b) The bottom of the box is 105 cm (42") above the roadway, and;
  - c) The posts (standard wooden post with a maximum 150 mm diameter) are to be erected, placed, replaced and maintained so that the mail box itself is sitting at the prescribed height, and such posts shall be erected at the rounding of the shoulder area so that the opening to the mail box is at the outside edge of the shoulder, and;
  - d) The mail box does not obstruct or obscure other mail boxes nearby, or an impediment, in itself or in its mountings, to affecting ready delivery or collection of mail or the continued maintenance of Township Roads.
  - e) A Location Sketch is shown as Exhibit 'A'
  - f) Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a hazard and has been approved by the Roads Superintendent.
  - g) It is the responsibility of mailbox owners to ensure that the location for the rural mailbox is free of underground obstructions such as power, gas and cable lines, water mains, etc. Please call your local utility locator service before you dig.
3. The mail box holder or owner is responsible to keep the mail box level and clear of snow and other obstructions at all times such as garbage and newspaper receptacles, parked vehicles, etc.
4. The box holder/owner is responsible for all maintenance and repair, and all mail boxes and supports must be kept in good repair and properly erected at all times so as to help minimize the possibility of becoming a traffic hazard by the nature of its design and construction.
5. The Town of The Blue Mountains, by its' employee(s), contractor(s), agent(s), owned equipment, rented equipment leased equipment shall not be responsible for replacement, maintenance, repair or otherwise to the said mail box(es) and/or its' supports as a result of snow removal, maintenance or construction operations by the owner. The Town will not replace plastic mailboxes that are damaged.
6. A rural mail box placed, or caused to be placed on a Town Road Allowance is deemed to be a privilege and not a right.
7. This Permit, issued by the Town of The Blue Mountains under the provisions of By-law # 2014-65 does not relieve the holder of that permit of the responsibility of procuring the permits or licenses required by other authorities under other Acts, Regulations, etc. If during the life of the Permit any By-laws or regulations are adopted which affect the privileges herein granted, the said By-law or Regulations shall be applicable to this permit from the date on which they came into force.
8. This Permit may be cancelled at any time for breach of the regulations or conditions of the Permit or for such reasons as the Town of The Blue Mountains in its discretion deems proper.
9. For more information regarding Canada Post Mail Box Guidelines, contact your local post office or call Canada Post's Customer Service at 1-800-267-1177.

Application Approved by: \_\_\_\_\_

Date: \_\_\_\_\_