

## CITY OF WOODINVILLE

### RIGHT OF WAY CONSTRUCTION PERMIT – INSTALLATION OF LOCKING MAIL BOXES

Applicant: _____ Contact Name: _____ Contact #: _____	PERMIT NO: _____
<b>SITE ADDRESS:</b>	<b>DESCRIPTION OF WORK:</b>

THIS PERMIT IS FOR THE CITY OF WOODINVILLE RIGHT-OF-WAY ONLY. ALL WORK TO BE DONE IS SUBJECT TO APPROVAL OF THE CITY OF WOODINVILLE PUBLIC WORKS DEPARTMENT.

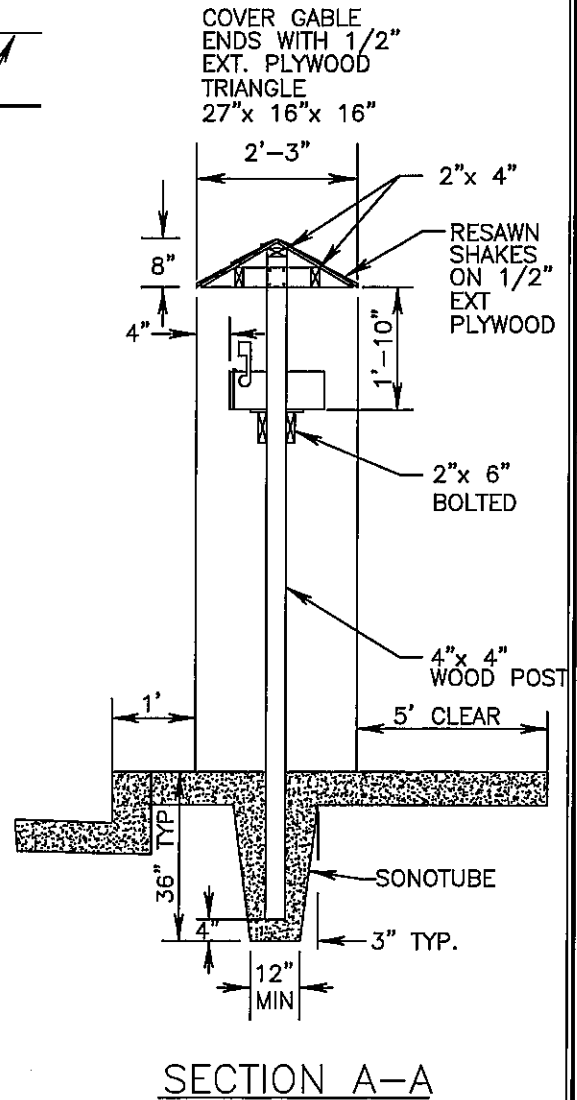
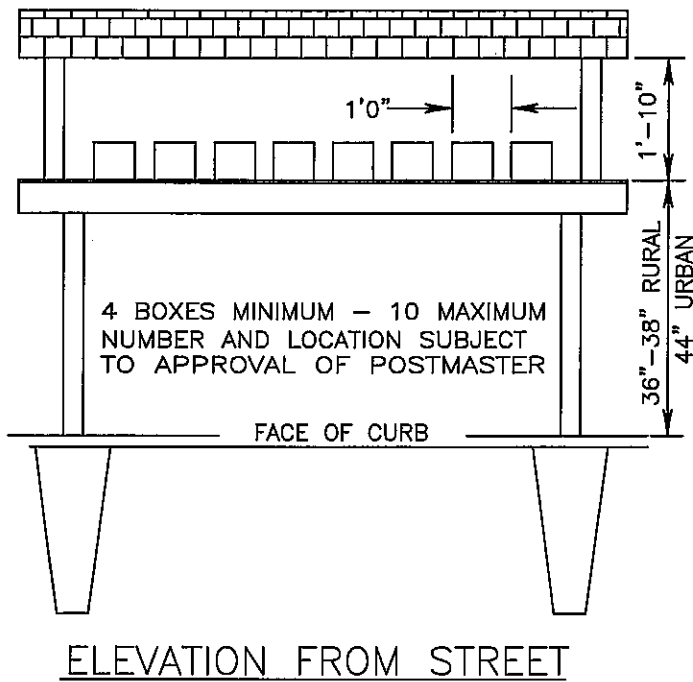
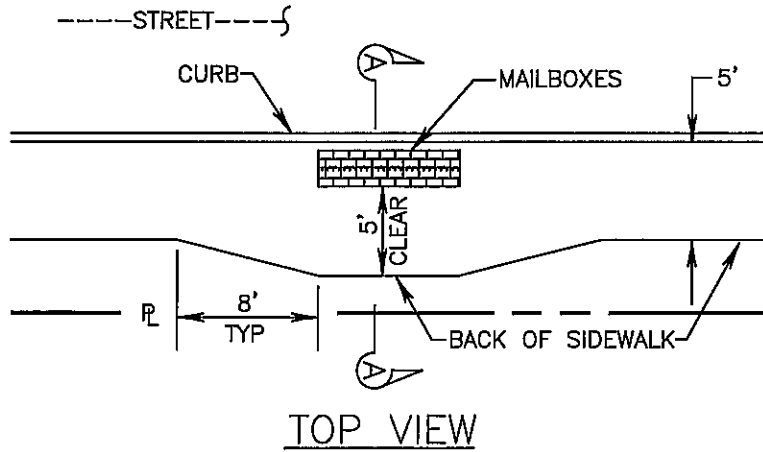
The undersigned agrees to comply with provisions, conditions and requirements contained in the "Standards of Good Practice for County Road Departments" published by County Road Administration Board. All work to be done in conformity with conditions and requirements of Woodinville Code and the petitioner agrees to prosecute with all diligence and speed with due regard for the rights, interests and convenience of the public.

The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, requirements, regulations and recommendations herein contained and as may apply to any utility franchise granted the applicant and under whose provisions same is issued. It will respect and protect all property contracts, persons and rights that might be affected by it.

**INDEMNITY AND HOLD HARMLESS:** The Permittee agrees to indemnify and hold harmless the City of Woodinville as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend, indemnify, and hold harmless the City of Woodinville its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include: (a) Indemnification for such claims whether or not they arise from the sole negligence of either the City of Woodinville or the Permittee, the concurrent negligence of both parties, or the negligence of one or more third parties; (b) The duty to promptly accept tender of defense and provide defense to the City of Woodinville at the Permittee's own expense; (c) Indemnification of claims made by the Permittee's own employees or agents; and (d) Waiver of the Permittee's immunity under industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Woodinville to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Woodinville to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of the City of Woodinville to the full extent of Permittee's negligence. Permittee agrees to defend, indemnify, and hold harmless the City of Woodinville for claims by Permittee's employees and agrees to waiver of its immunity under Title 51 RCW, which waiver has been mutually negotiated by the parties.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**NOTES:**

1. MAILBOX MUST BE LOCKING AND POSTMASTER APPROVED WITH A UNIFORM BOX STYLE AND METHOD OF ADDRESS IDENTIFICATION.
2. LOCATION IS SUBJECT TO APPROVAL BY THE PUBLIC WORKS DIRECTOR OR DESIGNEE AND IS TO BE SHOWN ON STREET IMPROVEMENT PLANS.
3. THE SKETCH DEPICTS A MINIMUM STRUCTURAL AND DIMENSIONAL STANDARD. INNOVATIVE DESIGNS MEETING OR EXCEEDING THIS MINIMUM STANDARD MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR OR DESIGNEE.
4. ALL WOOD TO BE PRESSURE TREATED FIR OR HEMLOCK.

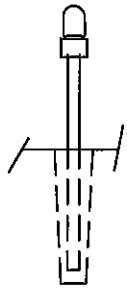
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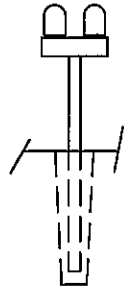
City of Woodinville  
DEPARTMENT OF PUBLIC WORKS

MULTIPLE MAILBOX  
STRUCTURE INSTALLATION

338  
revision date  
JUN, 06



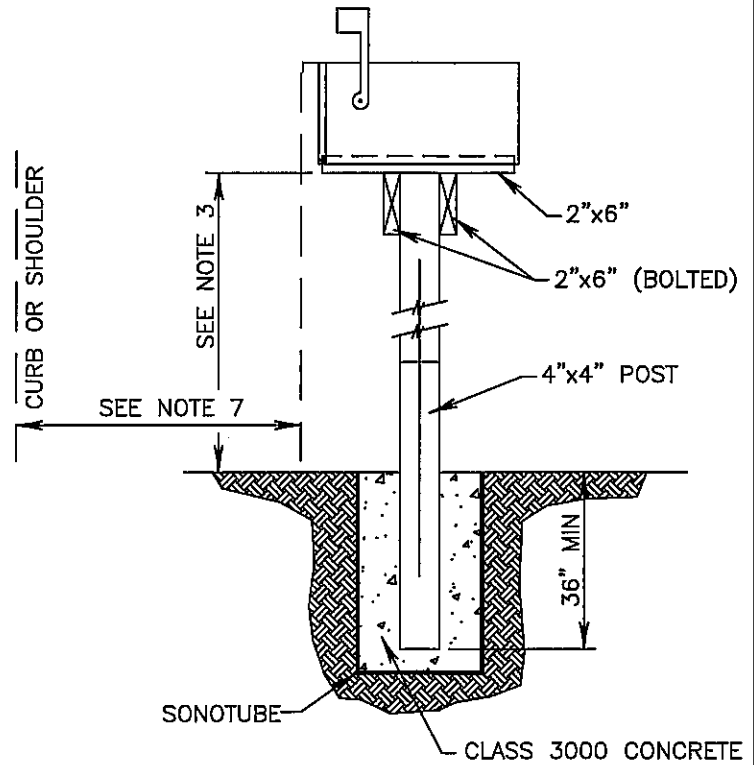
SINGLE



DOUBLE

TYPICAL CONFIGURATIONS

QUANTITY AND LOCATIONS OF MAILBOXES  
SUBJECT TO APPROVAL



TYPICAL SECTION

NOTES:

1. FOR 1 OR 2 MAILBOXES PER STRUCTURE USE SINGLE 4"x4" POST. FOR 3 OR MORE MAILBOXES SEE STD DETAIL 338 OR 340A.
2. ALL WOOD TO BE PRESSURE TREATED FIR OR HEMLOCK.
3. MAILBOX HEIGHT VARIES ACCORDING TO THE TYPE OF DELIVERY VEHICLE. WHERE MAIL DELIVERY IS ACCOMPLISHED BY MAIL TRUCKS ("MOUNTED" ROUTES) THE MAILBOX HEIGHTS SHALL BE 44". WHERE MAIL DELIVERY IS ACCOMPLISHED BY PASSENGER VEHICLE ("RURAL" ROUTES) THE MAILBOX HEIGHT SHALL BE 36" TO 38".
4. MAILBOXES MUST BE LOCKING AND POSTMASTER APPROVED WITH A UNIFORM BOX STYLE AND METHOD OF ADDRESS IDENTIFICATION.
5. LOCATIONS OF MAILBOXES ARE SUBJECT TO APPROVAL BY THE PUBLIC WORKS DEPARTMENT FOR PROTECTION OF VIEWS AND ACCESS.
6. THIS DRAWING DEPICTS A MINIMUM STRUCTURAL AND DIMENSIONAL STANDARD. ALTERNATIVE DESIGNS MEETING OR EXCEEDING THIS MINIMUM STANDARD MUST BE APPROVED BY THE PUBLIC WORKS DIRECTOR.
7. MAILBOX STRUCTURE PLACEMENT
  - A- CURB AND SIDEWALK OR CURB ONLY  
ALL STRUCTURES SHALL BE PLACED 2 FT. BACK OF THE FACE OF CURB. A MIN. 4 FT. CLEARANCE TO BACK OF SIDEWALK SHALL BE MAINTAINED. NO PORTION OF THE BOX OR STRUCTURE SHALL PROTRUDE INTO THE CURB.
  - B- NO CURB  
SETBACK WILL BE SET BY THE POSTMASTER.

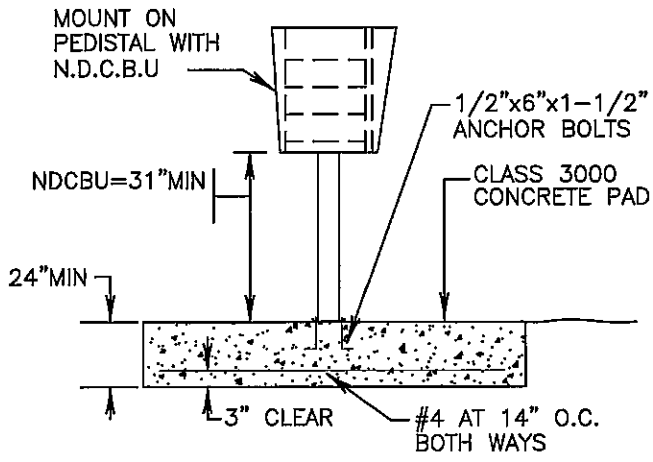
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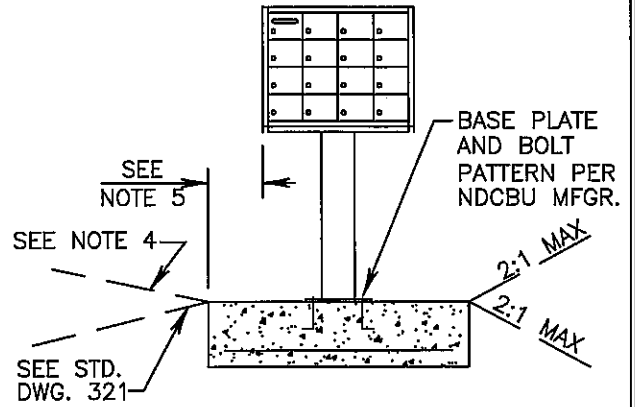
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MAILBOX STRUCTURE  
FOR ONE OR TWO BOXES

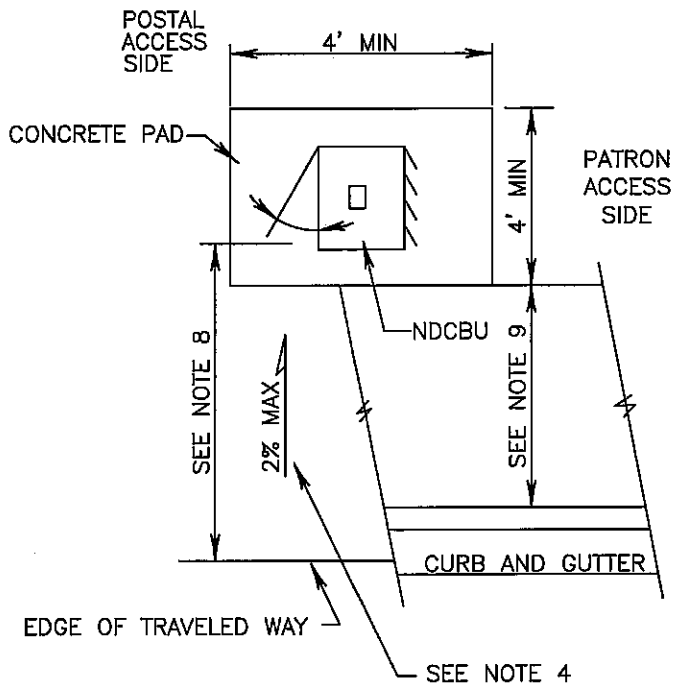
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FRONT VIEW



SIDE VIEW

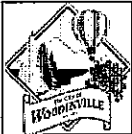


SETBACK PLAN

NOTE:

SEE STD DETAIL 340B FOR MAILBOX CLUSTER NOTES

N.T.S.



City of Woodinville

DEPARTMENT OF PUBLIC WORKS

N.D.C.B.U.  
MAILBOX CLUSTER  
DESIGN

340A

revision date  
JUN, 06

NOTES:

1. THIS DRAWING DEPICTS A MINIMUM STRUCTURAL AND DIMENSIONAL STANDARD FOR NEIGHBORHOOD DELIVERY & COLLECTION BOX UNIT (NDCBU) AND PADS. FOR SPECIFIC POSTAL REQUIREMENTS CONTACT THE POSTMASTER.
2. MAILBOXES MUST BE LOCKING AND POSTMASTER APPROVED WITH A UNIFORM BOX STYLE AND METHOD OF ADDRESS IDENTIFICATION.
3. LOCATIONS OF MAILBOXES ARE SUBJECT TO APPROVAL BY THE PUBLIC WORKS DEPARTMENT.
4. INSTALLATION OF DRAINAGE CULVERT MAY BE NECESSARY IN AREAS WHERE THERE IS NO CONCRETE SIDEWALK AND THE REQUIRED SETBACK SPANS A ROADSIDE DITCH. ACCESS TO SUCH STRUCTURES WILL HAVE A MAX. SLOPE OF 2%. AND SHALL HAVE A PAD CONSISTING OF A MINIMUM OF 4" OF CRUSHED SURFACING TOP COURSE COMPACTED TO 95% MAXIMUM DENSITY.
5. ALL MAILBOX STRUCTURES SHALL BE PLACED BACK OF SIDEWALK WITH NO PORTION OF BOX OR STRUCTURE PROTRUDING INTO THE SIDEWALK. IF NO SIDEWALK EXISTS SETBACK WILL BE SET BY THE POST MASTER.
6. SUGGESTED SOURCE SECURITY MFG CORP (800) 762-6937, 8000 SERIES PEDESTAL BOXES, SALSBURY INDUSTRIES (800) 323-3003 OR POSTMASTER APPROVED EQUAL.
7. PLACEMENT LOCATION OF PEDESTAL PARCEL LOCKER WILL BE APPROVED BY THE PUBLIC WORKS DIRECTOR AND THE POSTMASTER.
8. AS DETERMINED BY PUBLIC WORKS DIRECTOR OR DESIGNEE.
9. SIDEWALK PER STD DETAIL 321

N.T.S.



City of Woodinville  
DEPARTMENT OF PUBLIC WORKS

N.D.C.B.U.  
MAILBOX CLUSTER  
NOTES

340B

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