



MEMO

October 18, 2022

To: District Engineers

From: James R. Stevenson, P.E.
Director, Maintenance Division

Subject: 2022 Mailbox Placement Standards (MBP-22)

A handwritten signature in blue ink, enclosed in a blue rectangular box with the initials "DS" in the top right corner.

Maintenance Division has revised the existing Mailbox Placement Standards (MB-14(2)) to a new MBP-22 version. Updates to the sheets include the following:

1. Sheets have been renamed MBP so as not to be confused with the Mailbox Standards (MB-21). These 2 sets of standard sheets are intended to be used together.
2. Notes are added regarding the use of Neighborhood Delivery Collection Box Units (NDCBUs) in accordance with the July 28, 2022 memo which details policy on the use of multiple multi-rack setups and installations of mailboxes for homeowners not on the state highway system.
3. Updates are made to the right side figure of MBP(2) to reflect current ADA policy for pedestrians at curb and gutter installations with pedestrian access routes. Various figures from MB-14(2) have been removed and consolidated to this figure for simplification purposes; and
4. Additions are made on the left side of MBP(2) of figures which demonstrate mailbox placement distances from intersections. These figures are taken from Chapter 9 of the Sign Crew Field Book, where these figures may be removed in the future.

The new standards have been posted at:

<http://www.dot.state.tx.us/insdot/orgchart/cmd/cserve/standard/maintcad.htm>

The use of these standards is required beginning with the February 2023 letting, but may be used prior to that at district discretion.

If you have any questions on the standards, please contact Vincent Shovlin at 512-656-8284.

Attachment

CC: Traffic Engineers
Directors of Maintenance/Operations
Maintenance Engineers
Area Engineers