



*Rock Solid*

POLICY

Regulated Mailbox Placement

In accordance with Section 32-13 of the Code of the City of Elberton the City Manager has the authority to authorize the placement of mailboxes within the public rights-of-way of the City of Elberton.

**Mailbox Placement/Location:**

1. **\*\*Residents are responsible for calling Georgia 811 before disturbing the ground.\*\***  
Residents are responsible for any damages to any utility line and will be charged accordingly for all repairs or replacements. If at any time something is damaged stop **IMMEDIATELY** and call (706-213-3116).
2. The bottom of the mailbox must be a minimum of forty-one (41) to forty-five (45) inches off the ground. The mailbox must be positioned whereas the front will set back six (6) inches off of the curb.
3. A mailbox will be constructed in accordance with both the City of Elberton and the United States Postal Service. For more information visit <https://www.usps.com/manage/mailboxes.htm>

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

## Mailbox Permit

(Please Print)

Owner Name:

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Property Address/Job Address: \_\_\_\_\_

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Owner Address: \_\_\_\_\_

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(If same as above skip)

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

Return to: 203 Elbert Street, Elberton, GA 30635  
Phone: 706-213-3100 FAX to: 706-213-3125  
Or email: [jmooney@cityofelberton.net](mailto:jmooney@cityofelberton.net)