

Appendix R

**APPLICATION FOR PERMIT TO CONSTRUCT MAILBOX IN  
COUNTY RIGHT OF WAY**

Date of Application: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Requester Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Location mailbox to be installed, address or physical description:

\_\_\_\_\_

**NOTIFICATION: IT SHALL BE THE REQUESTER'S RESPONSIBILITY TO OBTAIN DIGGING PERMIT PRIOR TO EXCAVATION TO DETERMINE IF THERE ARE ANY UTILITIES IN THE AREA OF PROPOSED MAILBOX LOCATION.**

**NOTIFY TEXAS 811@ 1-800-344-8377**

**Procedure:**

Once the application is received from the requestor, a representative of the Coryell County Road and Bridge Department will visit the location and determine the location of mailbox installation.

The requester shall sign and receive a copy of the application with the location of mailbox installation prior to placement of the mailbox.

**NOTE TIDS APPLICATION IS ONLY GOOD FOR 6 MONTHS. IF THE MAILBOX IS NOT INSTALLED WITHIN 6 MONTHS THIS APPLICATION IS VOID AND THE REQUESTER WILL HAVE TO APPLY AGAIN.**

PERMIT NO. \_\_\_\_\_

**MAILBOX PERMIT REQUIREMENTS FOR REQUESTED LOCATION:**

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

The mailbox must be set -----feet from the center line of the road.

Or

The mailbox must be set \_\_\_\_\_ feet from the edge of the improved surface of the roadway.

Notes: \_\_\_\_\_

All construction and material shall be subject to inspection and approved by the County. The County reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the county road. Changes in design will be made only with approval of the County.

**SPECIFICATIONS FOR INSTALLATION OF MAILBOXES  
IN THE COUNTY RIGHT OF WAY**

The requester is responsible for all cost associated with the construction of the mailbox.

All mailboxes must be mounted on a single stem, no larger in diameter than four inches outside diameter, or four inches square. No mailboxes constructed of brick, stone, masonry, or other similar material may be placed in the County Right of Way.

The requester shall hold harmless Coryell County and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

\_\_\_\_\_  
Coryell County Representative

\_\_\_\_\_  
Date