

Community Planning for Centralized Mail Delivery

Frequently Asked Questions

1. Why should Community Planning Departments include mail delivery in their planning regulations?

- Good planning practices start with comprehensive planning guidelines and regulations. Developers need information related to any type of universal service requirements early in the development process. This generally includes electricity, water, natural gas, fire service, telecommunications...and the U.S. Postal Service (USPS). Since planners are in the business of understanding and communicating new trends and regulatory requirements to builders and developers, the trend toward centralized mail delivery for all new development means it is time that all communities also include the USPS in its preliminary planning regulations.

2. What type of mail delivery does the USPS establish most often in new residential developments?

- The USPS generally prefers to initiate a centralized form of mail delivery in new development because it is the best method of providing mail service to its customers. Centralized delivery is efficient, cost effective and also the most environmentally sensitive method of delivering mail to the growing number of U.S. households and businesses. Over the last five years, the **USPS has added approximately 1.4 million new mail delivery points each year!** At this time, the U.S. Postal Service *delivers mail to about 300 million people at more than 148 million locations* every day. Centralized mail systems help the USPS manage these deliveries most effectively while minimizing the resources required in providing excellent service.

3. Where in planning regulations is it most appropriate to include reference to mail delivery?

- Wherever your regulations define requirements related to **“common space”** uses. Because centralized mailbox stations are utilized by more than one individual/household, they require common space. All common space requirements are generally defined very early in the platting process in order to ensure the developer knows all the details upfront.

4. Who do I contact to learn more about mail delivery planning requirements for my area?

- The USPS manages all facets of establishing mail service for new residential and business delivery points with Growth Management personnel. To find out who handles Growth Management for your community, visit www.USPS.com ...click on **“Locate a Post Office”** and enter your Zip Code.

Post Office™ Locations

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Post Office™ Location - COLONIAL TOWN
611 N MILLS AVE
ORLANDO, FL
32803-4637
(800) ASK-USPS
(407) 897-7180
Fax: (407) 896-3033

Business Hours Services
Mon-Fri 9:00-5:00pm
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Be sure to click on **“More Info”** when you find your Post Office location and you'll find all your local contact numbers. When you call...ask for the person that handles Growth Management.

5. How are other cities approaching inclusion of the U.S. Postal Service in their planning regulations?

- a. Cities and planning departments have a myriad of ways to address such a planning need. Some cities have enacted very specific regulations and design guidelines while others are very general and simply require the U.S. Postal Service to sign off on the agreed upon mail delivery method and equipment locations on the plat.

Below are a few examples of how some cities have addressed this planning matter:

Example #1: *GENERAL SUBDIVISION REGULATION (Denver, IA)*

www.cityofdenveriowa.com/pdf/DenverSubdivisionOrdinanceText.pdf

Denver, Iowa Subdivision Ordinance (Ordinance Number 1-2005)

SECTION IV SUBDIVISION DESIGN STANDARDS

D. IMPROVEMENTS

6. MAILBOXES, INCLUDING NEWSPAPER BOXES

Mailboxes and mailbox construction shall conform to United States Postal Service standards.

Example #2: *SPECIFIC SUBDIVISION REGULATION (Coldstream Subdivision - Boise, ID)*

www.cityofboise.org/city_clerk/082906/sub06-00040.pdf

SUB06-00040 / Coldstream Subdivision / Preliminary Plat

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Recommended Conditions for Approval

General Conditions

20. Developer shall provide a letter from the United States Postal Service stating, "The Developer and/or Owner has received approval for location of mailboxes by the United States Postal Service."

Contact: *(name omitted from example)*, Postmaster

770 S. 13th St.

Boise, ID 83708-9998

Phone No. (208) 433-4300

FAX No. (208) 433-4400

Example #3: *RESIDENTIAL SUBDIVISION PROCESS (Benton, AR)*

www.benton.ar.gov/community_development.htm

Preliminary Plat Specifications

Preliminary Plat Specifications are spelled out in Section 15.16.01. EACH requirement should be met. Incomplete plats may be returned to the developer/engineer, and if not corrected in time for Planning Commission Packet Preparation, may not make it on that month's agenda.

In addition to the above requirements, the following should be noted:

--***Placement of mailboxes per Postal Service requirements***

--Placement of street lights per the Standards for Street Design and Construction, Section 4

--Design requirements per Chapter 15.24

--Required and Recommended Improvements per Chapter 15.28

--Per Arkansas Fire Code, Section D107