



## Planning & Community Development

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# Community Mailboxes

Community mailboxes are U.S. Postal Service approved clustered mailbox structures that are designed and built to accommodate two or more mailboxes.

## Are permits required?

Community mailboxes located on private property or in the public right-of-way do not require permits. As community mailboxes usually are placed in close proximity to roadways it is important to determine if the location is within public right-of-way and to be aware of any potential conflicts. Our office can assist you in generally locating the right-of-way line.

Note: any other work in the public right-of-way such alterations to the curb, gutter, sidewalk, or pavement would require a Right-of-Way permit.



All community mailboxes must be approved through the U.S. Postal Service prior to construction. The U.S. Postal Service should be consulted early in the process of any proposal to add a new or replace an existing community mailbox.

## Do I need to hire a contractor?

The scope of work for installation of this type of a mailbox usually does not require a contractor's license. Some important points to consider are:

- Contracting firms are required to carry "public liability" insurance.
- Contractors are licensed and bonded. This is very beneficial if injuries occur during construction or workmanship is an issue.
- Contractors normally possess the training, equipment, and staff to complete the project in a timely manner.

## Hours of Operation:

Monday 8:00 am-5:00 pm  
Tuesday 8:00 am-5:00 pm  
Wednesday 1:00 pm-5:00 pm  
Thursday 8:00 am-5:00 pm  
Friday 8:00 am-5:00 pm

*Permit Processing Ends at 4:00 pm Daily*

### **What conditions or standards must be met?**

- Units are located a minimum of 10 feet from the edge of the traveled way and behind any sidewalks or pedestrian pathways. Proposed locations closer than 10 feet may require special evaluation for site distance and traffic/pedestrian movements.
- Location of community mailbox does not interfere with pedestrian or vehicular traffic or sight distance.
- Community mailbox is installed outside of the travel lane and no closer than 16 inches from the face of the curb.
- The owners of a community mailbox must maintain it.
- The City may remove/relocate the community mailbox.
- The installation is consistent with the Engineering Development Guide.
- Any conditions or standards required by the U.S. Postal Service.

