

Mailbox Policy

Apply for installing a mailbox using the general alteration form. In your application include a picture of the mailbox and the house numbers that will be used. Approval may take up to 30 days.

Under Article IX, Section 1:

L. No mail depository shall be erected on property which is subject hereto or any Lot without this prior written approval of the Architectural Control Committee of the design, color and location of such depository.

Go to the post office (<https://www.usps.com/manage/mailboxes.htm>) for any latest updated. As of the writing of the policy the post office requires:

Mailbox Size & Construction Standards

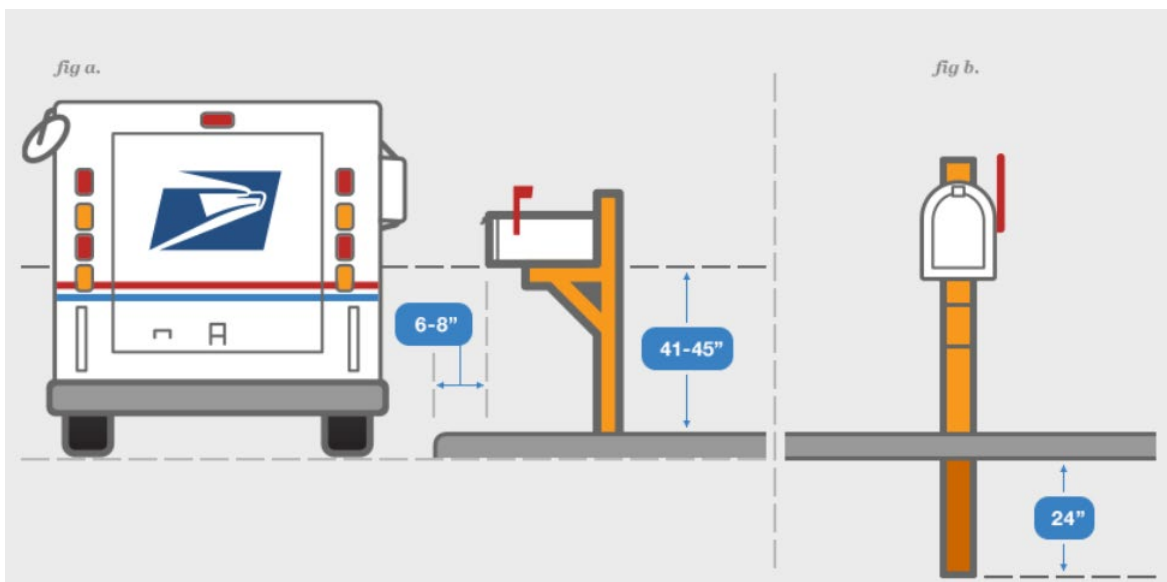
A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own mailbox or buy a custom-made one, it must meet the PMG standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

To get drawings and measurements for building your own mailbox, write to [US Postal Service Engineering](#).

Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.



See next page:

The following list is a general indication of what is deemed as acceptable/unacceptable for a new/replacement mailbox:

Some Examples of Acceptable Types of Mailboxes and Posts



Some Examples of Unacceptable Mail Boxes and Posts



Single Poles



Plastic Mailboxes



Specialty Boxes



Specialty Boxes

