

PLANNING MAIL SERVICE FOR NEW RESIDENTIAL HOUSING DEVELOPMENTS

1 Find Your Local USPS Growth Manager or Postmaster

Connect with your local USPS growth manager or postmaster to get assistance on determining development plans and mailbox locations. The Postal Service lists all local Post Offices on their website at: www.usps.com.



2 Understanding Planning Guidelines for Mailboxes in New Developments



Centralized mail delivery is the Postal Service's preference for new addresses, whether residential or commercial. Cluster Box Units (CBU's) and 4C Horizontal Mailboxes are secure, locking mailboxes with parcel locker compartments for packages.

3 Does Your Installation Need to Meet any ADA Requirements?

Ensure selected mailbox designs provide adequate space that is accessible for all residents and carriers.



4 Buy USPS Approved Salsbury Mailboxes



Mailboxes.com offers a complete line of Salsbury commercial mailboxes and parcel lockers that are approved by the USPS for delivery. A customer service representative can assist you with your mailbox design and order.

5 Install Your Centralized Mailbox

Mailboxes.com provides videos, documents and other resources to assist you with installing your mailboxes and parcel lockers.



6 Stay Connected With Your Local Post Office



Stay proactive and reach out to your local USPS representative during the installation process to plan for inspection and onset of mail and package delivery.

7 USPS Lock Installation

The USPS installs a master arrow lock into the mailboxes and parcel lockers to begin delivery. This lock allows the carrier access to open the units for mail and package distribution.



8 Distribute Keys to Home Owners



Assign each resident a designated mailbox and provide them with keys.

9 Residents are Now Able to Receive Their Mail and Packages

