

CENTRALIZED MAIL DELIVERY PLANNING

Implementing New Mail Service in Your New Single Family Development

The Centralized mail delivery provides delivery and collection services to a number of residences from a centrally located installation – whether in a single family or multifamily community. The U.S. Postal Service specifies centralized mail delivery in nearly all new construction, single family or multifamily, because it is the most efficient method of providing the best service, which helps keep the cost of mail service affordable.

1 Plan Early

Contact USPS to determine centralized mailbox locations before finalizing development plan.

2 Identify USPS Growth Manager

Go to USPS.com or email Delivery.Growth@USPS.gov to find your local USPS growth manager to work with you to determine mailbox locations.

4 Select Mailbox Equipment Supplier

Ensure mailboxes are USPS compliant by selecting an approved manufacturer. An Authorized Florence Dealer can assist you with your mailbox selections.

3 Design Accessible Spaces

Design selected mailbox site with adequate space for appropriate accessibility by customers and carriers.

5 Install Centralized Mail Equipment

6 Contact Local Post Office

Stay in contact with your designated USPS representative during building process to plan ahead for inspection & commencement of mail delivery.

7 Commence USPS Mail Service

USPS installs master access locks in mailboxes & mail delivery may begin.

9 Residents Receive Mail & Packages

8 Distribute Mailbox Keys

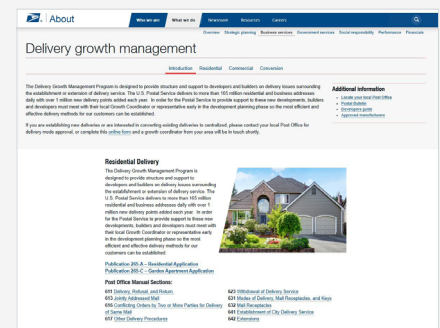
Assign mailboxes to homes & distribute key at home closing.

The USPS National Delivery Planning Guide

for Builders and Developers

To review USPS planning guidelines that apply to your specific project, download the guide from USPS Growth Management at about.USPS.com and click on What We Do / Business Services / Delivery Growth Management.

Ensuring adequate space and convenient locations for your customer's mail service by planning early for mail delivery in your new development is simply good planning. When you have questions, the Florence team is here to assist every step of the way.



Builders and developers are responsible for siting the centralized mail equipment in the development, in collaboration with the US Postal Service, and for the purchase and installation of selected equipment. The builder/developer/property owner is responsible for providing lock and key service for newly installed centralized mail equipment in new single family development.

The USPS will install the Master Access lock in the centralized mailbox unit when mail delivery commences for the first resident in the development being served by the designated mailbox unit.

Which USPS Compliant Centralized Mailbox

is right for your development?



CLUSTER BOX UNITS

A cluster box unit (CBU) is a centralized mailbox that is **freestanding and pedestal-mounted**, designed for outdoor installation, individually or in large group installations.

- Choose from **6 standard configurations** with up to **16 locked residential compartments** and up to **4 integrated parcel lockers**.
- Residential mail compartments and shared parcel lockers are numbered with a decal or engraved.
- Expand capacity for package deliveries by adding matching Outdoor Parcel Lockers (OPL) with **2 or 4 parcel compartments**
- Pedestal included ensures mailboxes and parcel lockers comply with USPS installation regulations.
- Dress up the basic CBU & OPL with decorative accessories to complement your neighborhood. These accessories are also USPS Approved products.



STD-4C MAILBOXES

USPS STD-4C mailboxes (4C) are similar in structure to CBU except they are **designed to be wall-mounted** indoors or outdoors, individually or in large group installations.

- When used in a single family development, USPS Approved 4C mailboxes are typically installed in custom-built kiosk structures complementary to the neighborhood.
- Choices are plentiful when using STD-4C mailboxes with dozens of pre-configured modules in varying heights making it easy to develop an "outdoor mailroom" for residents in selected locations in the development.
- The USPS requires **one parcel locker for every 5 mailboxes - a 1:5 ratio**. With the growth of online shopping, it is wise to add more parcel lockers than required to accommodate resident package volume.

Customers must install mail receptacles that comply with USPS STD-4C Wall mounted Mail Receptacles or USPSB1118, Postal Service specification, Cluster Box Units

Section 632.1 and 632.6 - [USPS POM Postal Operations Manual](#)