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# CENTRALIZED MAIL DELIVERY

EFFECTIVELY PLANNING  
FOR USPS DELIVERY SERVICE



## Centralized Mail Delivery

### EFFECTIVELY PLANNING FOR USPS DELIVERY SERVICE

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 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.

Centralized mail delivery equipment can be in the form of any “clustered” style of mailboxes including free-standing, pedestal mounted Cluster Box Units (CBU), or other Standard 4C (STD-4C) compliant mailboxes mounted in a wall.

It is vital that subdivision regulations and other community planning guidelines address the need to review and include common space planning for centralized mail delivery equipment.

Check with local postal officials prior to planning any mailbox installation to ensure local requirements and proper placement is included in the overall design plan.

Find a complete list of USPS Approved manufacturers, a local Post Office®, and the proper postal official nearest you at [USPS.com](https://www.usps.com) or email [Delivery.Growth@USPS.gov](mailto:Delivery.Growth@USPS.gov).





## USPS National Delivery Planning Guide for Builders and Developers

To review the USPS planning guidelines that apply to your specific project, download the guide from USPS Growth Management at [about.usps.com/handbooks/po632.pdf](http://about.usps.com/handbooks/po632.pdf)

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.



# Good Planning Yields Good Results



## IDENTIFY ACCESSIBLE INSTALLATION LOCATION

Proper planning for appropriate common space in highly visible, centralized areas provides greater protection from mail theft and vandalism as well as better accessibility and safety in retrieving mail and packages.

Placement of cluster boxes in a new development must be done in collaboration with local Postal Service delivery planning contacts to ensure proper site selection. It is very important to site cluster boxes in proximity to sidewalks for good accessibility for both customers and carriers; including sufficient turnaround space in front of the equipment.



## EXCEED PARCEL LOCKER REQUIREMENTS

Since July 2020, the U.S. Postal Service STD-4C specifications have required there be a minimum of one (1) 15" tall parcel locker for every five (5) mail compartments (1:5) in each centralized mailbox installation location.

These parcel lockers can be included within each individual mailbox module, or grouped together in one location near the centralized mailbox installation.

The exponential growth of online sales validates that planning for additional postal lockers is more important than ever to keep up with both present and future package volumes.



## PROVIDE SECURITY THROUGH GENERIC COMPARTMENT ID

Sequential mailbox numbering identification, in lieu of assigning mailbox IDs that match apartment or house numbers, allows greater flexibility in providing accessible mailbox compartments that meet accessibility regulations applicable to your project. It also provides greater security and privacy for residents.

# Replace Dated Equipment For Greater Security



## OBSOLETE EQUIPMENT INSTALLED 30+ YEARS AGO

- No Parcel Lockers for Packages
- No Outgoing Mail Collection
- Old Security Standards
- Small, Square Compartments



## TODAY'S EQUIPMENT HAS IMPROVED FEATURES

- Large, Built-in Parcel Lockers
- Secure Outgoing Mail with Compartments
- Overlapping Seams to Prevent Prying
- Large Compartments with Heavy-duty Cam Locks

# Convenience and Security Features



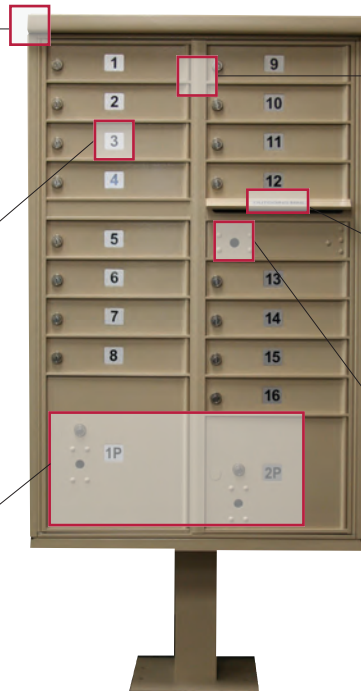
Sloped top for moisture runoff (decorative accessories optional)



Standard silver adhesive identification decals contain up to five characters (engraving optional)



Fully integrated parcel locker(s) with unique double-locking mechanism that has special key trapping lock



Interlocking, overlapping seams and tight clearances to prevent prying



Integrated Outgoing Mail Slot with weather protection hood and anti-fish comb for security



Convenient solid aluminum integrated outgoing mail collection compartment prepped for USPS Arrow Lock

# Centralized Mail Delivery Benefits

While centralized mail delivery is required in all single-family or multifamily developments, there are plenty of benefits for the community:

Today's equipment has larger compartments that hold several days worth of deliveries without rolling or folding the mail, and convenient built-in package lockers eliminate the need to be present during service hours - reducing extra trips to the Post Office® to retrieve items.

Highly visible centralized mail centers are safer than isolated delivery locations for residents and help provide greater protection from mail theft and mailbox vandalism.

Locked and secure mail collection saves residents trips to the Post Office® to mail smaller items. Added security like anti-fish combs and outgoing mail hood that protects contents from the weather increase peace of mind.

Helps beautify the community by eliminating the need for multiple curbside structures and provides a more efficient use of common space.

Builds stronger neighbor relationships and trust as residents meet and talk while retrieving their mail - increasing community collaboration and awareness.

Costs less to install per resident than individual mailboxes and mail delivery can often begin even before residences are occupied.

Centralized mail locations reduce risks to letter carriers due to unleashed dogs and poorly maintained sidewalks.

Fewer vehicle stops results in lower vehicle maintenance costs, fuel savings and reduced carbon emissions resulting in a "greener" method of delivery.

Multiple deliveries per stop results in faster service for customers due to less time per delivery stop, resulting in lower costs - the Postmaster General's office estimates that door delivery costs the USPS about \$353 per address each year while curbside delivery costs \$224, and centralized delivery equipment \$160 per address.



**Centralized mail delivery is the most cost effective, sustainable method of delivery. With deliveries to more than 300 million people at 167 million locations every day and 1 million new delivery points added each year, the benefits for both the U.S. Postal Service and its customers — residential and commercial alike — are obvious and real.**



## Postal Growth Coordinators Can Help!

With deliveries to more than 300 million people at 167 million locations every day, and 1 million new delivery points added each year, this guide is provided to assist you with preparing your new development for mail service by planning locations and space for mail equipment early in the development process.

Every area where the U.S. Postal Service provides mail delivery also has a Postal employee assigned to help developers and builders with planning mail service for new development. These “new delivery planning” employees are referred to as Growth Management Coordinators.

To find the Growth Coordinator that covers your specific development geography, please contact the nearest Post Office and ask to speak to the Growth Manager and/or person assigned to assist developers with planning new mail service or you can inquire via email at [DeliveryGrowth@USPS.gov](mailto:DeliveryGrowth@USPS.gov).

To find the local Post Office nearest to your new development, search using your local Zip Code on [www.usps.com](http://www.usps.com).

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