

Architectural Review Committee
Evaluation Guideline
July 2013

Mailboxes

General Considerations

According to the United States Postal Service (USPS), each lot in Sierra West is permitted to have one mailbox serving that Lot. The mailbox must be a permanent structure and meet current standards set by the USPS. Their locations should be in front of the property and comply with all postal regulations, including standards for proper maintenance.

Guidelines from CCRs Amended July 2001

Sierra West CCRs state that:

1. If the United States Postal Service requires or permits each Lot in the Subdivision to have a separate mailbox serving such Lot, then the location and construction of the mailbox shall be subject to the then current applicable standards, rules and regulations promulgated by the United States Postal Service, and subject to approval by the Architectural Review Committee.
2. An applicant shall include plans and specification for a mailbox, and the location thereof, with plans and specifications submitted for the construction of all proposed improvements on the underlying Lot.
3. The mailbox shall be encased in one hundred percent (100%) masonry which:
 - a. May consist of brick, natural stone, or stucco; and
 - b. Shall consist of the same material proposed to be used for the exterior color scheme and materials for other structures on the Lot

Interpretive Guidelines

In recent years the USPS has recommended that:

- If a property owner purchases and mounts a standard curbside mailbox, the support should be safe and secure. The best supports are designed to bend or fall away if hit by a car. The Federal Highway Administration recommends a wooden mailbox support no bigger than 4"x4" or a 2" diameter standard steel or aluminum pipe. These supports should be buried no more than 24" below the ground.

- If a property owner opts to construct a mailbox, the masonry mailbox will need to meet the same size, strength, and quality standards as manufactured boxes; and be able to breakaway should it be hit by a vehicle.
- The house number should be clearly displayed on the mailbox along with a flag to signal the postal carrier.
- The mailbox must be placed where a carrier can reach inside without leaving the truck. Thus, positioning it about 41" to 45" off the ground and back about 6" to 8" from the curb.

Submission Requirements

A "Plan Review Application" must be submitted for a masonry mailbox which includes:

- A copy of the existing site plan showing the house, along with the location, materials, color, and size of the proposed masonry mailbox.
- Recommendation: To expedite approval include the masonry mailbox description, location, materials, color and size along with house plans to the Architectural Review Committee.