

Feb 27, 2014

To whom it may concern:

Going forward with new developments, the United States Postal Service will be going toward central delivery requirements in all new subdivisions built within the Madison Post Office delivery area. Please forward this information to any developers/builders who will need to be aware of this. They can contact our office for any further information.

631.44 Central Delivery

631.441 Delivery Requirements

CBUs and USPS STD 4C equipment may be approved for use at one or more central delivery points in a residential housing community. **The local postal manager must approve the mailbox sites and type of equipment.** Boxes must be safely located so that customers are not required to travel an unreasonable distance to obtain their mail and to provide sufficient access to mailbox locations. Normally, within one block of the residence is appropriate.

631.442 Central Delivery Addresses

Central delivery mail receptacles (including USPS STD 4C equipment and CBUs, delivery centers, and postal centers) must be identified by the same addresses as the dwellings for which they serve as mail receptacles. The respective, conforming addresses should be displayed inside the boxes and visible only to the carrier and customer when accessing that receptacle. USPS does not assign addresses; however, the sequential ordering of any centralized delivery equipment is subject to USPS approval for operational efficiency and to accommodate special circumstances or requests for hardship delivery. For security or privacy, mailer associations or customer groups may use another alphanumeric identification system on the outside of receptacles that is not part of, or used in, the mailing address.

Thank you for your help in getting this information to the appropriate personnel.

Nathan Dunaway  
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