



Planning & Building Department

May 21, 2018

ATTENTION BUILDERS AND CONTRACTORS

The United States Postal Service has the sole authority and responsibility for establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each street delivery address. Centralized delivery, through the use of Cluster Box Units (CBUs), is their preferred delivery method and box type.

The Postal Service is directed by statute to provide reliable and efficient service. Centralized Delivery fulfills their responsibility to provide safe, efficient delivery for both the customer and the Postal Service as they move into the 21st Century. Postal Operations Manual (POM) section 631.2 reflects the guidelines used by local postal masters in determining the mode through which such delivery is to be provided, including type of equipment and location of boxes. The local post master can be made available to meet with you in the early planning stages of community development or redesign to ensure that all options are provided to you and that mailboxes are installed in an approved location. Meeting early will help avoid potential service problems or disruptions.

Our department has met with the Board of Supervisors and representatives from the United States Postal Service concerning these guidelines. It has been determined that Cluster Box Units (CBU's) shall not be located within county R.O.W. areas. It has further been established that developers and contractors shall have the responsibility to contact their local post masters to determine where Cluster Box Units are to be located within proposed subdivision plats.

This memo is intended as a friendly reminder to contact your local post master to determine the mode through which such delivery is to be provided, including type of equipment and location of boxes.

A handwritten signature in blue ink, reading "Bennie J. Hopkins", is written over a horizontal line.

Bennie J. Hopkins
DeSoto County Planning Director