

April 24, 2017

Developer/Contractor  
Home Owner/Postal Customer  
Salt Lake City UT

Dear Sirs:

On behalf of the United States Postal Service, I would like to provide information about establishing mail delivery to new business and/or residential developments. In light of today's changing mail mix there are new and convenient ways to receive mail and packages that enhance customer convenience.

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service Network. Consistent with existing Postal Operations Manual (POM) regulations regarding growth and extensions of delivery, the USPS has determined that Delivery and Collection box units (NDCBU) or simply cluster box units (CBU) will be the approved method of delivery for new developments.

The purchase and installation of these units are the responsibility of the developer, contractor, homeowners association or homeowner. CBUs are available in various appearances and the developer may customize the surroundings to fit in with the local architecture. With CBUs, customers enjoy greater mail security because each unit has its own key. Convenience is increased because regular collection of outgoing mail is made. It is also the most efficient and cost effective mode of delivery for the Postal Service.

The USPS recognizes the interest builders have in controlling site plans, and just as with other public service, the USPS will work to meet the requirements of the builders and local planning administrators. The USPS will work with builders and developers to determine what the best placement of CBUs is for new developments prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and customer travel. The USPS will take into consideration safety, reliability, cost and efficiency for our carriers and the public.

Please contact the local postmaster 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.

Sincerely,

Jeff Fratto

Enclosure:  
Centralized Mail Delivery, Pub. 265 a-c  
Mode of Delivery Agreement  
Suppliers List

RIVERTON POST OFFICE  
12760 PARK AVE.  
RIVERTON UT 84065-9998

**801-254-0367**

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