



BUILDER AND DEVELOPER INFORMATION PACKAGE
UNITED STATES POSTAL SERVICE
SOUTH GEORGIA DISTRICT
February 2006

POLICIES:

Developers and builders of new residential or commercial projects must contact the local Post Office as soon as project plans are available to discuss the delivery and type of mail receptacles to be purchased and installed for USPS carrier delivery service.

Centralized delivery (Cluster Box Units, CBU, Wall Mounted Receptacles or Rotary Cabinets) is preferred for all new delivery, both residential and business. The Postal Service does not provide mail receptacle equipment, however only mail receptacles that are USPS APPROVED may be used.

Mail receptacles must be installed that will allow access for delivery service six (6) days per week and be in compliance with the *American Disability Act (ADA accessible)*.

PROCEDURES:

During the early planning stages of a project, the developer must contact the local Post Office to discuss the recommended mail delivery service and potential location sites for the equipment. The local Post Office will refer the developer to the *South Georgia District Growth Management Coordinator*. Please complete the enclosed *Mode of Delivery Agreement (SGD GM 0001)* and submit it along with your project plan to the *South Georgia District Growth Management Coordinator* with a copy to your local Postmaster.

The Mode of Delivery Agreement Form will help identify the type and quantity of mail receptacle equipment that is required for your project. The *South Georgia District Growth Management Coordinator* will contact the developer to discuss the types and locations of mail receptacles. They will also provide the developer an approved copy of the agreement along with the plan designating the planned location or installation point for each mail receptacle.



POLICY AND PROCEDURES

**MODE OF DELIVERY AGREEMENT – NEW CONSTRUCTION
UNITED STATES POSTAL SERVICE
SOUTH GEORGIA DISTRICT**

Project Information		
Name of Project:		Estimated Delivery Date:
Location:		Estimated # Deliveries:
Unit/Office:	ZIP Code:	

Contact Information		
Contact Made By:		Date:
Name:	Title:	Phone:
Firm:	Address:	

Equipment Information				
TYPE OF PROJECT			TYPE & QUANTITY OF EQUIPMENT	
	Deliveries	Floors	Centralized Equipment (Res)	Centralized Equipment (Bus)
Office Bldg			CBU Type 1 (8)	Horizontal
Shopping/Strip Mall			CBU Type II (12)	Vertical
Apt/Condo			CBU Type III (16)	Mail Package Drop
Townhomes			CBU Type IV (13)	CBU Type IV (13)
Modular Homes			Other (Specify	Other (Specify)
Single Family			Curb (4 per post)	Curb (4 per post)
Other (Specify)				Parcel Lockers

Comments:

See attached maps for designated locations.

This Agreement will document that the builder/developer will purchase and install the centralized delivery equipment as indicated above at the specified locations. Locations must be clearly designated on plat maps provided by the builder or developer. Any changes must be approved jointly by both undersigned individuals.

<p align="center"><u>USPS REPRESENTATIVE:</u></p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____ Date: _____</p> <p>Telephone# _____</p>	<p align="center"><u>PROPERTY OWNER/DEVELOPER/MANAGER:</u></p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____ Date: _____</p> <p>Telephone# _____</p>
---	--

DISTRICT APPROVAL:	DATE:
--------------------	-------