



LOUISIANA DISTRICT GROWTH MANAGEMENT INFORMATION

Please submit the following items as pdf. File to: latasha.l.lewis@usps.gov

- SIGNED AGREEMENT – Pages 2 and 3 from this Information package
- SITE PLAN – indicating where the centralized delivery or mailroom is located
- EQUIPMENT SPEC - samples included in this package
- ELEVATIONS – with installation specs for mailrooms

Delivery agreement communications are exclusively between developer/builder/owner and the Postal Service. It is considered privileged information.

Vendors/Installers submitting the required documents for projects must include the builder, developer or owner on all email correspondence.

The Postal Service does not have, work with, recommend nor is affiliated with any local vendors. If a vendor/installer states they are contacting you on behalf of, with information provided by or with consent from the Postal Service please notify USPS immediately.

Once review is complete you, as well as, Address Management Office and the local delivery Unit, will be notified that the delivery has been approved. Delivery can begin once 10% occupancy has been reached.

Please note these important facts:

- Documents should be submitted for review and approval as soon as design is available. It's easier for the development to correct a compliance issue prior to construction/development. Delivery will not begin until the approvals are in place.
(If delivery is not approved, residents/tenants would not be able to receive mail at the proposed address. PO Box delivery or travel to local delivery unit to pick up mail would be available options for delivery)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Ensure installation heights are visible and in compliance with Postal regulations. Please refer to "Postal Installation" attachment for installation height limits.
- One parcel locker is required for every 10 planned deliveries within the Postal Approved delivery equipment. Parcel lockers must be in the same location as the mail delivery. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement.
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property
- Delivery is expected at ground level as this normally is the most efficient and convenient location for carrier access.
- All deliveries to include clubhouse, leasing offices, pro shops, guardhouse etc. are to be included in the centralized delivery location.

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LOUISIANA DISTRICT AGREEMENT FOR NEW DELIVERIES, RENOVATIONS AND MAILBOX REPLACEMENTS

NAME OF PROJECT _____

ADDRESS OF PROJECT (with zip code):

Developer name _____

Contact name and number _____

Vendor/Installer Company Name, Contact and Email:

This project is: **NEW CONSTRUCTION** _____ **RENOVATION/REPLACEMENT** _____

Estimated: 1ST Occupancy Date: _____ 10% Occupancy: _____ Completion: _____

Type of Project **# of Units** **Equipment Model #**

Residential _____ _____

Commercial/Retail _____ _____

For residential and commercial project, are the units in the project intended for sale or rental/lease?

For residential and commercial projects, what is the minimum rental/lease terms?
(Week/month/year) _____

Are residential rental agreements/leases for the unit in its entirety or will unit be rented/leased by the bed/bedroom? (Unit/Bed) _____

Is the project, or will it become, liable for the Tourist Development Tax? (Y/N) _____

Is the project an investment property with option for sublet or use as a vacation rental for periods less than one year? (Y/N) _____

If yes, what is the minimum period it can be used for sublet or vacation rental?
(# Days, weeks, months) _____

For commercial properties, will the project include virtual offices/addresses, shared workspace, executive suites with on demand administrative services, day spaces? (Y/N) _____

Is this project planned as off or on campus student Housing? (Off/On) _____

For Senior Living facilities, how many units will be Senior Living, Memory Care, Assisted Living or full time/hospice care? Please indicate the quantity of each type of unit below
Senior Living _____ **Memory Care** _____ **Assisted Living** _____ **Full Time Care** _____

(Continued on next page)



DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:

- Equipment type, location and installation of all receptacles must be approved by [Louisiana District Growth Management](#)
- In addition to USPS approval, developer must meet City/State/Federal ADA requirements for all concrete slab/structure access to delivery boxes. As these requirements may vary by city, the Postal service review and approval is for compliance to Postal requirements only.
- Centralized Delivery Equipment and Concrete Slabs are to be installed / maintained by the Developer or its designee. Purchase, installation and maintenance of delivery equipment are the responsibility of the customer. (POM 632.11)
- Keys issued to residents by Developer or its designee (After initial issue, resident/lost or stolen keys are to be requested from the business management office.). Locks changed by:
Developer **Management Office** **USPS** (if available in your area)
- All initial keys and interior of the CBU will be labeled by the Postal Service according to Address Management approved diagrams.
- One parcel locker is required for every 10 planned deliveries. "Parcel Concierge", "Parcel Pending", onsite concierge service or package rooms do not satisfy the 1:10 parcel locker requirement. Parcel lockers must be in the same location as the mail delivery.
- All deliveries to include clubhouse, leasing office, retail etc. are to be included in the centralized delivery location
- If there will be controlled access to the delivery area, a "Key Keeper" or "Lock Box" which accepts Postal Arrow Key must be installed at the entry point. For security reasons the key/fob/card must remain in a lock box on the customer property.
- Vendors/Installers submitting the required documents for projects must include the builder, developer or owner on all email correspondence.
- Fully disclose the intended use and occupancy terms of the project/property.
Postal Operations Manual (POM) 631.81: In the event that an improper mode of delivery is approved the US Postal Service can, for up to 1 year from the date delivery begins/is established and after notifying the development, withdraw and correct mode of delivery.

By signing below, I acknowledge I Understand the options and responsibilities for receiving mail delivery service.

USPS REPRESENTATIVE

PROPERTY DEVELOPER/MGR/OWNER

NAME _____

NAME _____

EMAIL _____

EMAIL _____

TELEPHONE # _____

TELEPHONE # _____

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

Sign and return page 2 and 3 with the required documentation as applicable to your project: SITE PLAN (Indicating proposed delivery location(s) and carrier parking), MAIL ROOM ELEVATIONS, EQUIPMENT SPECS, and INSTALLATION SPECS.

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versatile™ 4C mailbox suites

INSTALLATION AND ACCESSIBILITY REFERENCES

Designing appropriate accessibility into every feature of a facility is a key consideration for any project, and how the mailboxes are installed into that facility is no exception. Plus, all wall-mounted mailboxes which will be serviced by the U.S. Postal Service (USPS) must also be installed according to specifications as outlined in the USPS STD-4C regulation.

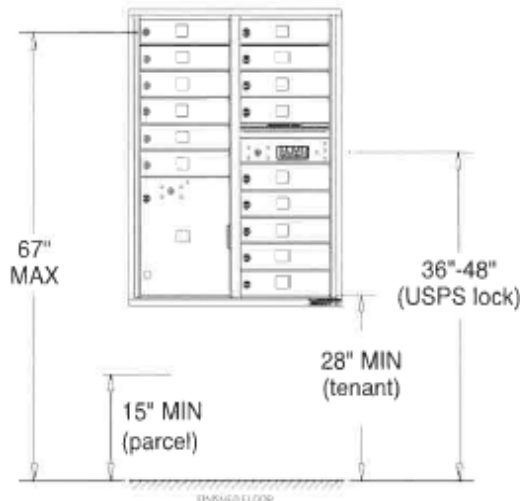
To assist you with selecting mailboxes that meet the specific requirements of your project, details related to installed heights are noted on the Florence versatile™ 4C mailbox modules references on pages 2-15. Below are also the quick references related to accessible uses and USPS requirements to help you in determining your project layout and design.

Meeting USPS Installation Requirements

Florence Manufacturing USPS Approved 4C mailbox products are designed to adhere to STD-4C regulations. To ensure your project complies with USPS regulations for wall-mounted mailboxes, your mailbox center must be installed according to the following U.S. Postal Service guidelines:

Installation requirements specified in the U.S. Postal Service STD-4C regulation are outlined below:

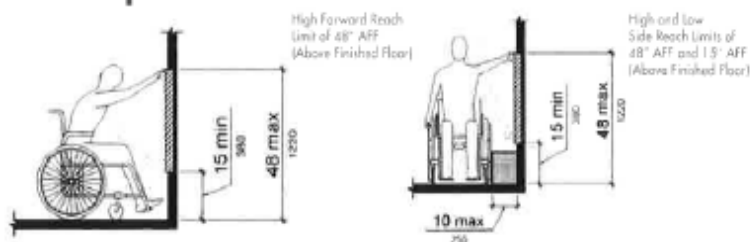
1. At least one customer compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No customer lock shall be located more than 67 inches above the finished floor.
4. No customer compartment (interior bottom shelf) shall be positioned less than 28 inches above the finished floor.
5. The USPS Arrow lock shall be located between 36 and 48 inches above the finished floor.



*Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles. Federal Register/Vol. 69, No 171/September 3, 2004
Rules and Regulations POSTAL SERVICE, 39 CFR Part 111. www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf*

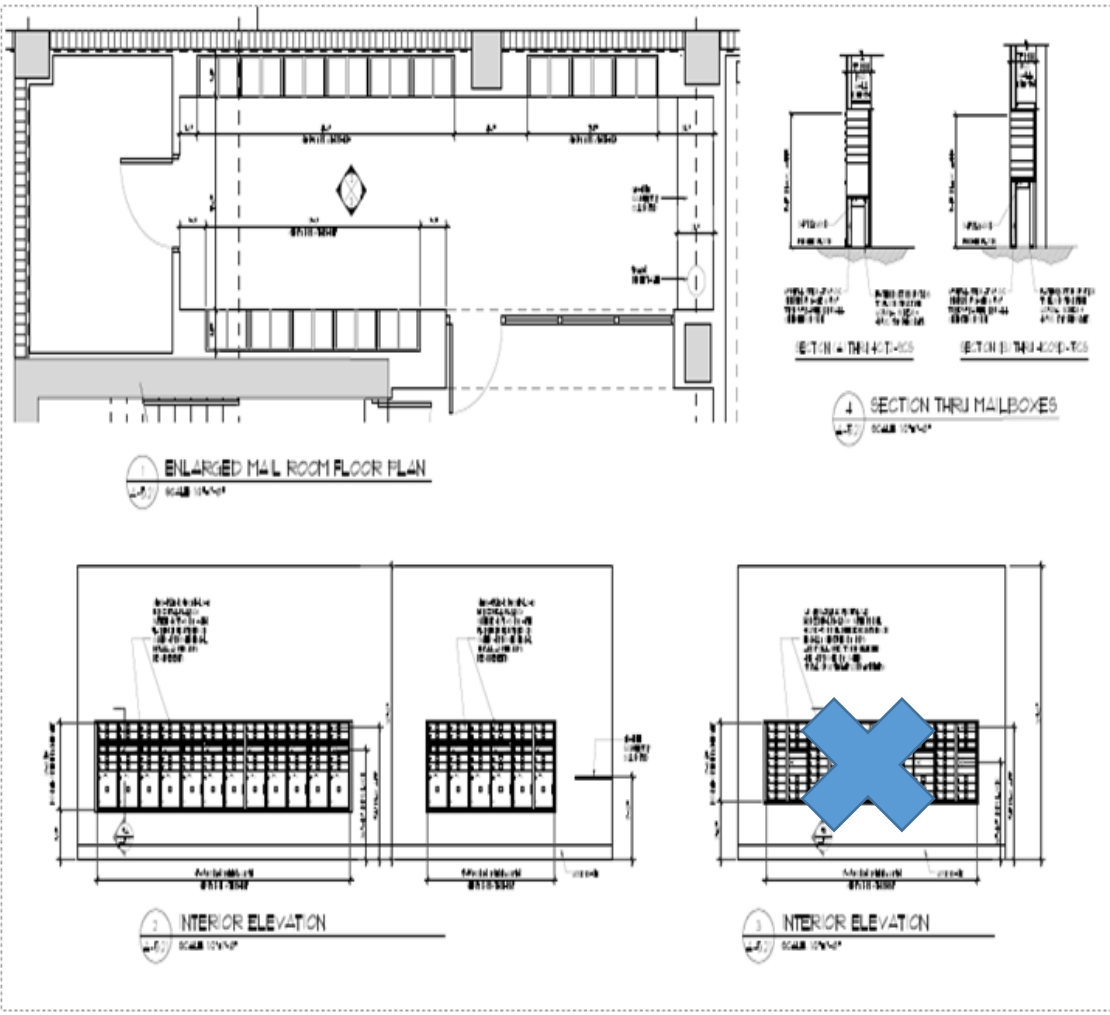
Meeting ADA Installation Requirements

Accessibility regulations may vary by type of facility and by governing jurisdictions. Therefore, always consult local building officials and codes for applicable accessibility requirements that could affect your mailbox project. Below are industry references for your convenience.



2010 ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, ADA CHAPTER 2: SCOPING REQUIREMENTS, 228.2 Mail Boxes: Where mail boxes are provided in an interior location, at least 5 percent, but no fewer than one, of each type shall comply with 309. In residential facilities, where mail boxes are provided for each residential dwelling unit, mail boxes complying with 309 shall be provided for each residential dwelling unit required to provide mobility features complying with 809.2 through 809.4.

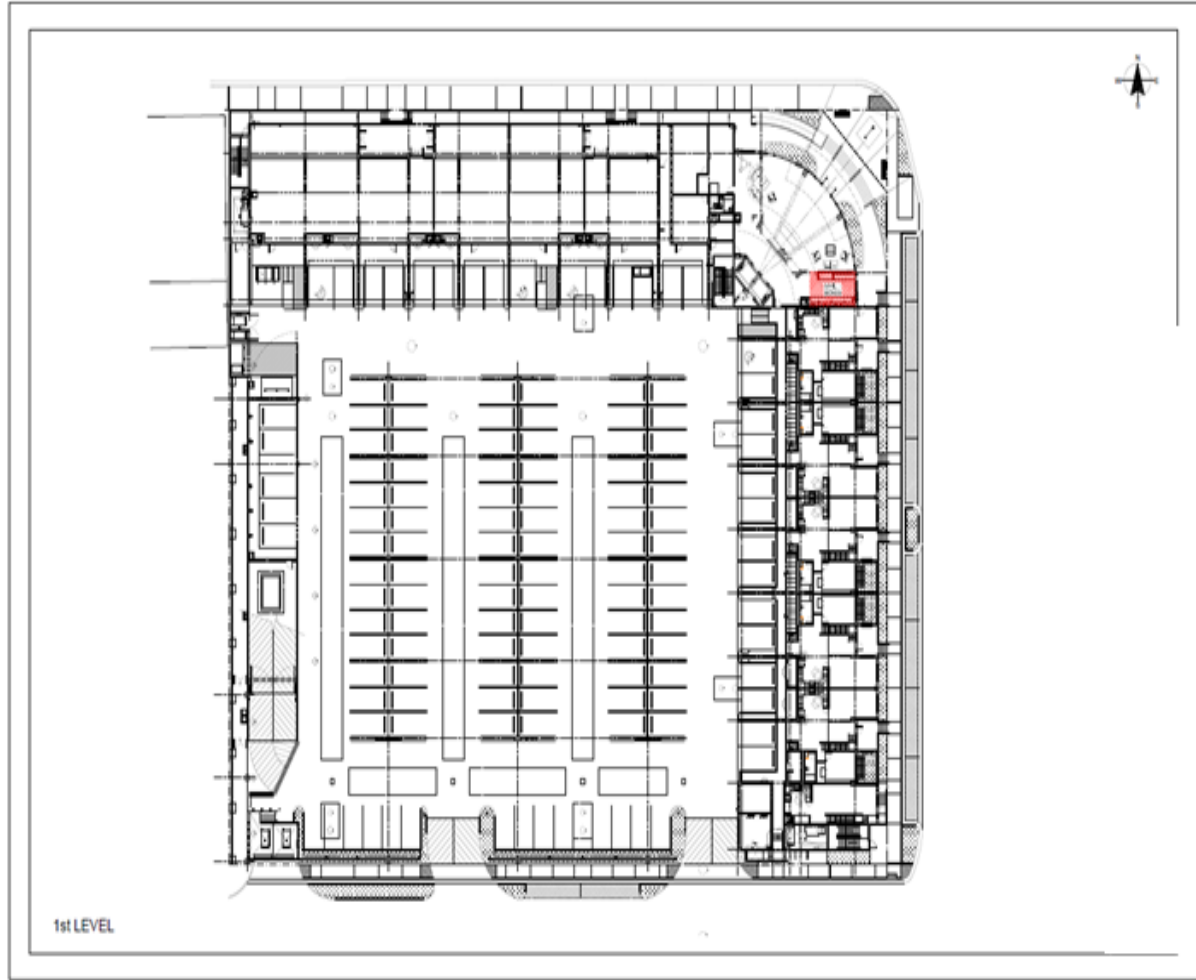
The full text can be found at: www.ada.gov/2010ADAstandards_index.htm




SAMPLE ELEVATIONS AND MAIL ROOM LAYOUT


Please ensure installation heights are visible and in compliance with Postal regulations

**SAMPLE SITE PLAN WITH DELIVERY
LOCATION MARKED**



Cluster Box Unit/ Model 1570 is the only equipment approved for use with a pedestal

vital™ cluster box units Pre-configured units include built-in parcel lockers and outgoing mail collection for added convenience to be used alone or in large groupings to accommodate every project need. 



1570-8XX
1570-12XX
1570-16XX
1570-13XX
1570-4T5XX
1570-8T6XX

MODEL #	CBU TYPE	INSTALLED HEIGHT	INSTALLED WIDTH	INSTALLED DEPTH	PEDESTAL HEIGHT	WEIGHT (LBS)	STANDARD TENANT COMPARTMENT DIMENSIONS	MAILBOX COMPARTMENTS	PARCEL LOCKERS
1570-8XX	vital™ Type I CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	8	2
1570-12XX	vital™ Type II CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	12	1
1570-16XX	vital™ Type III CBU	62"	30-1/2"	18"	14-1/2"	175	3"H x 12"W x 15"D	16	2
1570-13XX	vital™ Type IV CBU	62"	30-1/2"	18"	14-1/2"	167	4-3/4"H x 12"W x 15"D	13	1
1570-4T5XX	vital™ Type V CBU	62"	30-1/2"	18"	28-1/2"	145	6-1/2"H x 12"W x 15"D	4	2
1570-8T6XX	vital™ Type VI CBU	62"	30-1/2"	18"	14-1/2"	176	3"H x 12"W x 15"D	8	4

Note: Exchange "XX" in Model # above for two-digit color reference! Black=BK Dark Bronze=DB Sandstone=SD Postal Grey=PG

CBU – approved for USPS outdoor use

**MODEL 4C IS FOR RECESS OR SURFACE WALL MOUNT INSTALLATION.
4C MODEL IS NOT APPROVED FOR USE WITH A PEDESTAL AS PICTURED BELOW**

STD-4C Mailboxes and Accessories

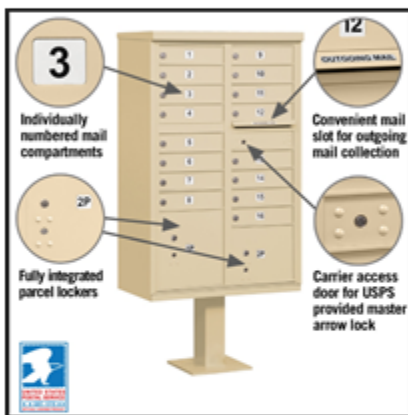
4CPM Pedestal Mount

Any Florence 4C mailbox module may be used with a pedestal mount accessory for any private delivery application whether it is on a university or business campus or any other type of private distribution. Pedestal mounted 4C mailboxes are not approved by the U.S. Postal Service for postal delivery. Providing all the same features and options, security, and durability of the Florence wall-mounted versatile 4C modules, pedestal units come in varying height options providing additional flexibility to meet various accessibility standards.



4C W/ PEDESTAL NOT APPROVED FOR USE AS CBU

Parcel Locker Information



- Used when the carrier has a parcel that does not fit into the regular mail delivery box
- Package will be placed into a parcel locker located at the bottom of the one of the delivery boxes.
- Parcel lockers and keys are numbered and end in "P"
- The key for the parcel locker containing the package will be placed into the customer's mail delivery box.
- Customer picks up key with their mail
- Customer matches the key number to the corresponding parcel locker box
- Customer opens the box and collects the package
- After opening, the parcel locker key remains locked in place until the carrier releases for next use.