



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

USPS QUICK REFERENCE POSTAL REQUIREMENTS

- ❖ Postal approval will be needed before mail service will be extended or continued to any new delivery, new resident, renovated building(s), change in delivery, delivery equipment or delivery point.
- ❖ Vertical boxes are approved only for replacement but will not be approved if building or housing is being renovated. You must also include a 30" overhang, outgoing box, and parcel lockers and be within 25' of sidewalk. Vertical replacements will not be allowed if modification of the existing mailbox location is necessary to install new boxes. Renovated buildings must meet current requirements.
- ❖ NDCBU's and door slots for residential are not approved. CBU's and 4c mailboxes are approved for all deliveries.
- ❖ All mailboxes must meet Postmaster General Approval and large enough to handle your daily mail volume. You will also need a locking outgoing box.
- ❖ Parcel lockers required for central delivery (one per 10 deliveries).
- ❖ Mail equipment must be installed and visible off the street that it is addressed and not up or down any stairs or elevators.
- ❖ Lay out of mail equipment must be approved by the Postal Service at the District level.
- ❖ All secondary addressing must meet Postal approval. All boxes are required to be in numeric order. (No alpha, numeric alpha, or alpha numeric addressing.)
- ❖ Assigned Parking within 25' of mailboxes. 92101- 25' from property line or 25' white curb for parallel parking on street. (Measurement is based on path carrier will travel from parking place to first mailbox.)
- ❖ Striped or sign for pull in parking on private property may be required.
- ❖ Roadways or line of travel must be a minimum of 24' curb to curb. For cul-de-sacs or dead ends there must be a 38' diameter circular turn-around measured by a 19' radius that would preclude any vehicle backing. There must also be a minimum of 90" (7'6") height clearance on any roadway to be traversed to reach a delivery point.
- ❖ 7-day access to mailboxes for delivery is required.
- ❖ Override or key keeper for locked entrances will be required.

This is intended as a quick reference only, please contact Operation Programs at sandiegodistrictgrowth@usps.gov for any question you may have or approvals.