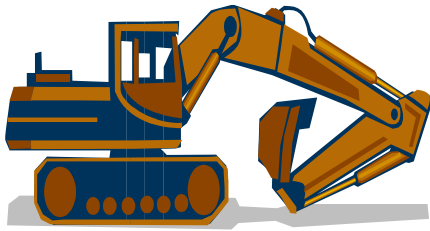




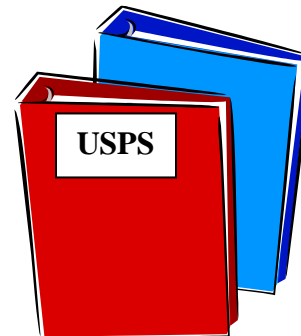
BUILDER

AND

DEVELOPER



**INFORMATION PACKAGE
ON POSTAL REGULATIONS
FOR NEW DEVELOPMENTS**



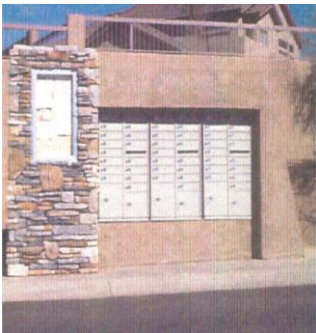
Introduction

As thousands of homes are built in Colorado and Wyoming each year, one of the major impacts on the US Postal Service includes the cost of providing delivery to new addresses. The US Postal Service, like other businesses, is constantly reviewing procedures to operate in a more efficient manner.

The Postal Operations Manual (POM) 632.11 states that appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, and maintenance of mail receptacles are the responsibility of the customer. Appropriate locations for installation will be approved by the USPS and should be verified with local government officials.

Customers and builders are realizing the many advantages to using Developer/Builder purchased centralized delivery equipment.

- Centralized delivery equipment is neat, uniform and can be placed in a framework design to blend in and maintain the aesthetics of the community.
- Centralized delivery equipment has individually locking compartments and parcel lockers that provide security and privacy of the mail.
- Centralized delivery equipment is sturdy and durable.



The USPS would like to work with you during the early phases of the planning and design activities. We appreciate your cooperation in the effort to help us provide efficient delivery service to our residential and business customers.

BUILDER AND DEVELOPER INFORMATION PACKAGE FROM THE U.S. POSTAL SERVICE....



Policies:

Developers and builders of new residential or commercial projects must contact the local USPS delivery office at least 6-12 months prior to the expected occupancy to discuss the delivery options and type of mail receptacles to be purchased and installed for USPS carrier delivery service.

The USPS does not provide mail receptacle equipment, however, only mail receptacles that are USPS APPROVED may be used. A list of USPS--approved manufacturers is available from your local post office representative.

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:

Meet and discuss delivery options with your local post office representative. Complete a Mode of Delivery Agreement.

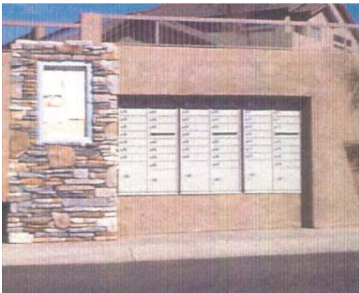
The Mode of Delivery Agreement Form will identify the type and quantity of mail receptacle equipment that is required for your project. You will be provided an approved copy of the agreement along with your map designating the exact location or installation point for each mail receptacle.

(The map must be provided by the builder/developer/property owner.)

Residential Applications

Centralized Mail Delivery provides delivery and collection services to a number of residences from a centrally located installation.

Benefits to developers, builders, and owners who use Centralized Mail Delivery installations, such as the ones depicted, include:



Increased Security:

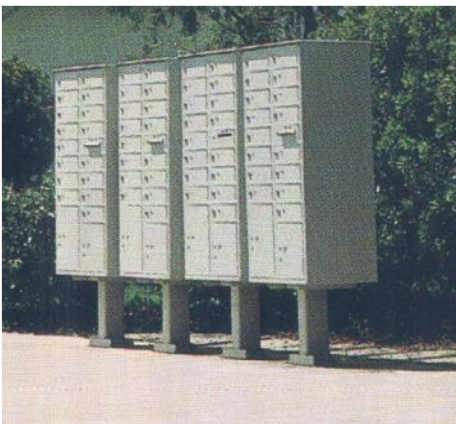
Centralized Mail Delivery installations provide a greater degree of protection against mail theft and mailbox vandalism than unlocked mailboxes.

Additional Postal Services:

Centralized Mail Delivery installations can provide additional services for residents, parcel delivery equipment, and letter collection boxes. USPS regulations require a 1:10 parcel locker to customer compartment ratio.

Other Advantages:

Customer compartments in Centralized Mail Delivery equipment are large enough to accommodate several days' accumulation of mail, thereby eliminating the need to have mail held at the post office during short periods away from home. Centralized Mail Delivery installations can also reduce risks to letter carriers from common hazards such as unleashed dogs and poorly maintained sidewalks.



If you have questions regarding what equipment is USPS approved and what is not, please contact your USPS Growth Coordinator @ 303-853-6994

Commercial Applications

Potential for earlier delivery time.

All tenants receive mail at the same time.

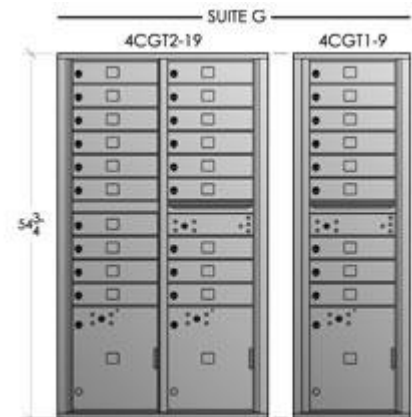
Saves trips to the Post Office.

Eliminates missed mail delivery in cases when the office is closed or temporarily unmanned.

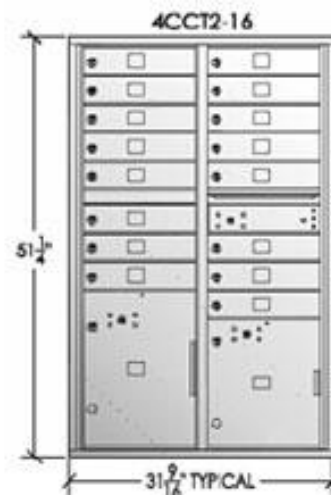
Security and privacy for incoming and outgoing mail.

Office routines are not interrupted by mail delivery.

Boxes may be ordered in various colors, check with your local USPS approved manufacturer or representative.



****STD-4C Pedestal Mounts are NOT USPS approved****



U.S. Postal Service STD-

4C Specification Highlights

Effective October 5, 2006, all new designs approved for NEW CONSTRUCTION AND MAJOR RENOVATION require U.S. Postal Service STD-4C compliant mailbox systems. The new USPS 4C Standard includes the following specifications:

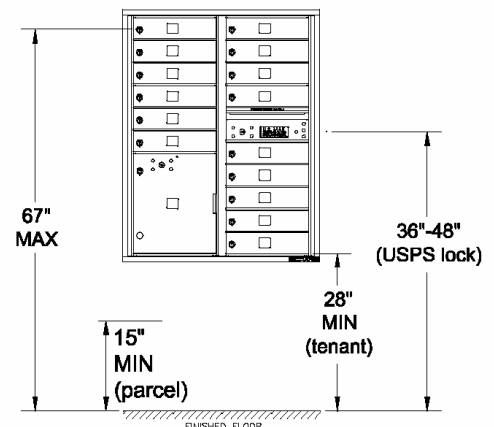
- A new compartment form factor minimum size requirement of 12"w × 15"d × 3"h.
- Eliminates the vertical form factor (5"w × 6"d × 15"h) design.
- Introduces a parcel locker requirement based on a 1:10 parcel locker to customer compartment ratio.
- Strengthens security requirements for the entire receptacle.
- Standardizes and improves tenant compartment lock design.
- Adds testing requirements to verify acceptability for either indoor or outdoor use.
- Introduces quality management systems provisions.
- Enhances design flexibility for concept, ergonomics, and materials.
- Meets Americans with Disabilities Act (ADA) standards.

4C mailboxes must meet or exceed the USPS specifications outlined above and in the *Federal Register/Vol. 69, No. 171/September 3, 2004/Rules and Regulations POSTAL SERVICE, 39 CFR Part 111, Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles.

IMPORTANT NOTE TO ARCHITECTS, SPECIFIERS, DESIGN LAYOUT PROFESSIONALS AND INSTALLERS -- Installation/Layout Instructions Specified in USPS Standard 4C – pages 53821-53832* of the above referenced USPS 4C Standard “Notes” sections specify:

All 4C Units shall be designed such that they are in compliance with the following installation requirements:

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



ADA Compliance -- the USPS 4C Standard includes a requirement to meet Americans with Disabilities Act** (ADA) standards. (See pg. 53809*) The Americans with Disabilities Act section that covers clear space and reach dimensions is noted below for reference:

ADA Standards for Accessible Design, ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES Appendix A to Part 36 – Standard for Accessible Design Section 4.2 Space Allowance and Reach Ranges
<http://www.usdoj.gov/crt/ada/reg3a.html#Anchor-Appendix-52467>

****STD-4C Pedestal Mounts are NOT USPS approved****

CONCRETE PAD SPECIFICATIONS

The following documents are the **USPS APPROVED SPECIFICATIONS** for pouring concrete pads.

-CEMENT SPECIFICATIONS FOR SINGLE UNIT CONCRETE PAD

-CEMENT SPECIFICATIONS FOR MULTIPLE UNIT CONCRETE PAD

CBU's must be installed approximately one (1) week prior to customer occupancy.

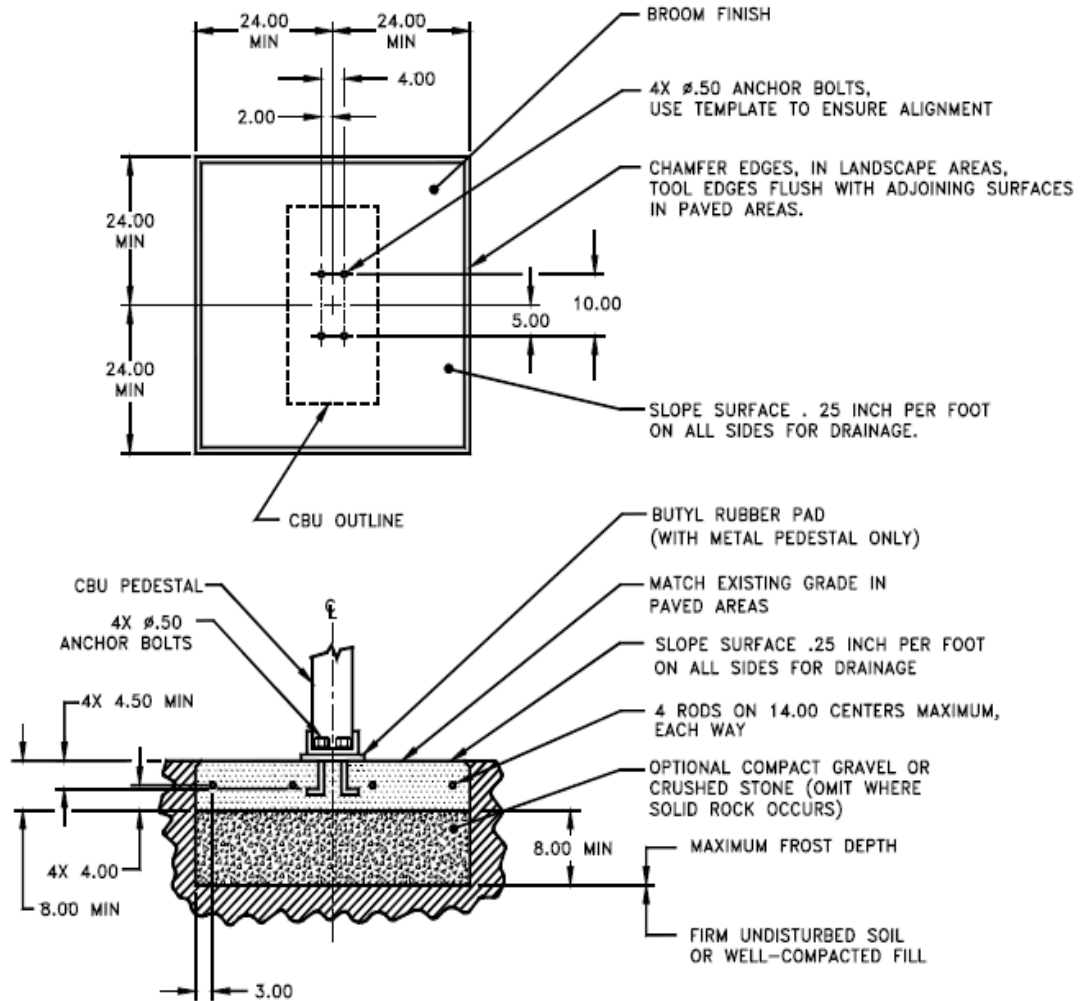
CBU's must not be installed until the local USPS representative has conducted an on-site visit to ensure compliance with the official specifications. Contact the local USPS representative to have the pads inspected prior to pouring the cement.

CBU's must be installed facing the correct direction! CBU's installed on cement pads poured behind the sidewalk should face the sidewalk. CBU's installed on cement pads located in landscape strips between the curb and sidewalk should face the sidewalk. Do not install CBU's facing the curb or street, resulting in the carrier and the customer standing in the street to deliver or retrieve mail.

Notify your local USPS representative when the CBU has been installed so that they may install the arrow lock and secure the unit immediately after installation.

Your local USPS will assign the addresses to the compartments. Bring all CBU compartment keys to your local USPS representative (if the USPS is responsible for issuing the keys).

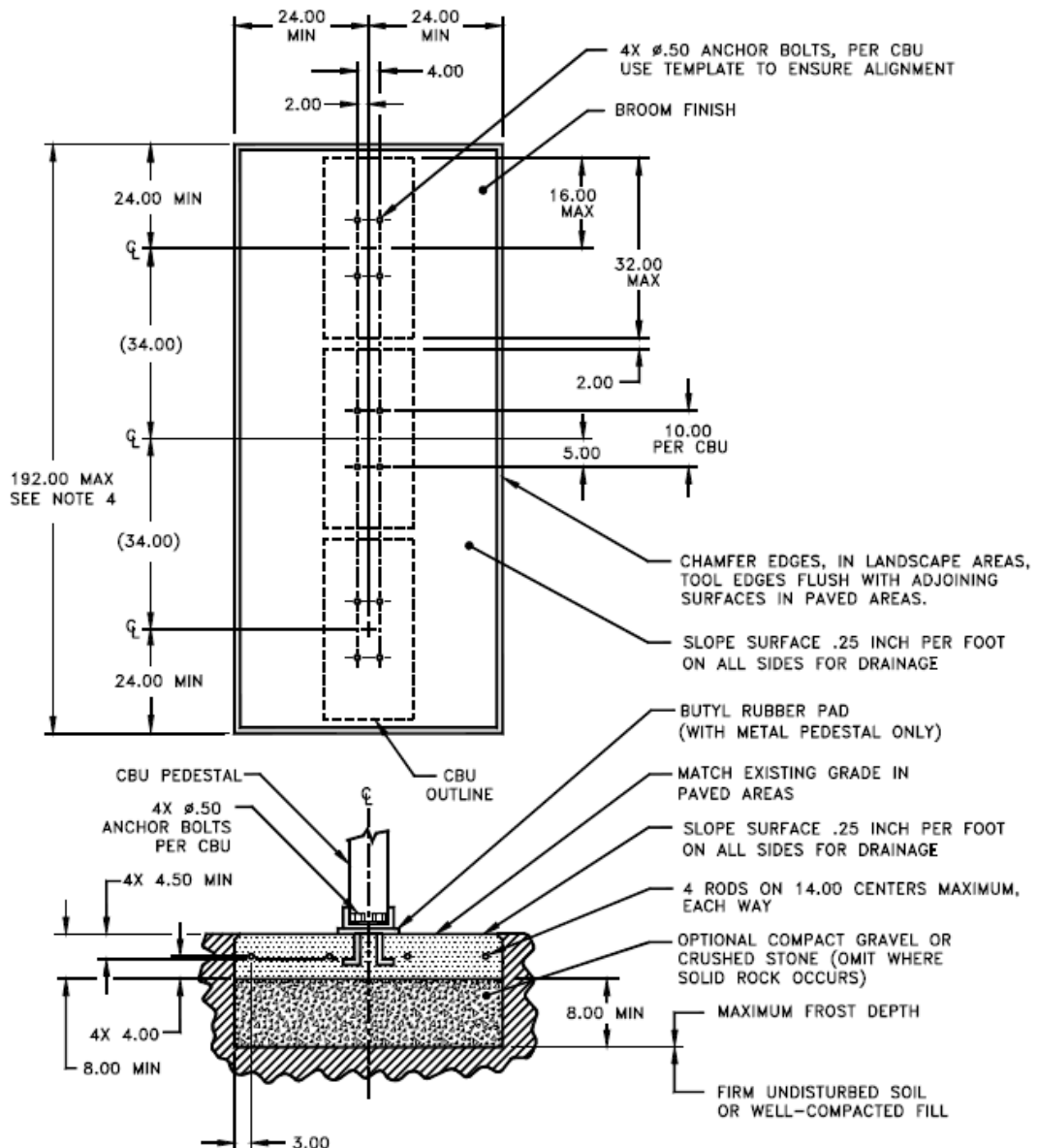
Any deviations from the USPS designated location of the CBU **must** have prior approval from the local USPS representative.



NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS, CONTAIN 4% MIN - 6% MAX AIR ENTRAINMENT AND BE PLACED WITH A 3.50 - 4.50 SLUMP IN ACCORDANCE WITH ACI 301.
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. ANCHOR BOLTS SHALL CONFORM TO ASTM A193, GRADE B8M, TYPE 316 STAINLESS STEEL.

Single Unit Standard Base Detail



NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS, CONTAIN 4% MIN - 6% MAX AIR ENTRAINMENT AND BE PLACED WITH A 3.50 - 4.50 SLUMP IN ACCORDANCE WITH ACI 301.
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. ANCHOR BOLTS SHALL CONFORM TO ASTM A193, GRADE B8M, TYPE 316 STAINLESS STEEL.
4. A 3 CBU CONFIGURATION IS DEPICTED. A 2 OR 4 CBU CONFIGURATION MAY BE USED AS LONG AS THEY ARE ARRANGED IN GROUPS SUCH THAT THE OVERALL DIMENSION OF THE CONCRETE BASE DOES NOT EXCEED 192 INCHES.

Multiple Unit Standard Base Detail

Date: _____

DEVELOPMENT _____

This notice will serve as a Letter of Agreement between the Owner/Developer and the United States Postal Service for the placement of Cluster Box Units (CBUs) at the following locations:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____

USPS Representative: Signature _____

Builder/Developer Representative: Signature _____

Title: _____