



Where Georgia comes together.

TO: All Residential Developers & Contractors
FROM: Steve Howard – Chief Building Official 
DATE: August 15, 2016
RE: United States Post Office Requirements

It has been brought to our attention there are new requirements regarding mail delivery in newly developed subdivisions from the United States Post Office.

The attached information details the requirements that are now in effect per.

Please note these requirements are not City of Perry regulations, but from the United States Post Office.

Questions regarding the new requirements should be directed to the Perry Postmaster Mr. Larry Dykes at 478.988.1251.

Thank you.

Date:

SUBJECT: Delivery to New Developments

Dear Developer:

The United States Postal Service (USPS) has become aware that you are developing property located at _____.

Please be advised that we must meet to discuss the mode of delivery that will be established in the early phases of your planning.

In April of 2012, USPS regulations were revised to clarify options for delivery and to provide us with greater autonomy in determining how deliveries are added to the Postal Service network.

This document outlines the commitments made by the USPS to builders/developers for the establishment of delivery at the site(s) and locations listed. This document acknowledges that the USPS and its representatives have made contact to discuss the establishment of delivery with the builders' representative or construction-site manager as currently described in the Postal Operations Manual (POM).

At a minimum, we will work with builders and developers to determine what the best mode of delivery is for the area 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 to customer travel. The USPS recognizes the interest builders have in controlling site plans, and just as with other public services, the USPS will work to meet the requests and requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of delivery to every resident. These considerations are necessary to maintain a safe, reliable and efficient national Postal Service.

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Delivery may be withheld until such time as approved site locations(s) are agreed upon and the required delivery equipment is put in place.

Please contact me as soon as possible to discuss your delivery options.

Sincerely

Postmaster

DELIVERY ACKNOWLEDGEMENT/AGREEMENT-DIRECTED MODE

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. While curblin and sidewalk delivery remain viable and approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

This document outlines the commitments made by the USPS towards builders/developers for the establishment of delivery at the sites and locations listed below. This document acknowledges that the USPS and its representatives have met with and discussed establishment of delivery with the builders' representative or construction site manager as currently described in the POM.

At a minimum, we will work with builders and developers to determine what the best mode of delivery is for the area 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 to customer travel. The USPS recognizes the interest builders have in controlling site plans, and just as with other public services, the USPS will work to meet the requests and requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as an approved site location (s) is agreed upon and the required delivery equipment is put in place.

Provided to: _____

Development: _____

Representative Signature: _____

USPS representative/title

Date (signed)



MODE OF DELIVERY AGREEMENT

NAME OF PROJECT _____ DATE _____
ADDRESS OF PROJECT _____
POST OFFICE/ZIPCODE _____ PROPOSED ROUTE _____

Delivery options will be explained by a Postal Service representative:

<u>Type of Project</u>	<u>Deliveries</u>	<u>Equipment-Type #</u>	<u>Pad size</u>
Apartment complex	_____	_____	_____
Trailer park	_____	_____	_____
Townhouse	_____	_____	_____
Condos	_____	_____	_____
Single family home	_____	_____	_____
Other	_____	_____	_____

See attached site map of complex, for pad(s) location and box configuration onto pad(s)

Equipment purchased by:	Property Manager _____	Postal Service _____
Equipment installed by:	Property Manager _____	Postal Service _____
Equipment owned/maintained by:	Property Manager _____	Postal Service _____
Keys issued to occupants by:	Property Manager _____	Postal Service _____
Locks changed by:	Property Manager _____	Postal Service _____

ADDITIONAL COMMENTS:

When a residence is sold, the mode of delivery cannot be changed arbitrarily prior to the new resident moving in. The existing mode of delivery must be retained absent an agreement otherwise. If an owners' association represents the community, it can direct the mode of delivery for the community. In rental areas, such as apartment complexes and mobile home parks, the owner or manager can approve mode of delivery.

This notice will serve as an Agreement / Letter of Consent to the Postal Service for the placement of Centralized Delivery Equipment at the agreed upon location(s) indicated on the plot map.

By signing below, I acknowledge that I am agreeing to the mode of delivery for the above stated location(s).

POSTAL SERVICE REPRESENTATIVE

NAME _____

TITLE _____

TELEPHONE # _____

EMAIL _____

SIGNATURE _____

DATE _____

PROPERTY DEVELOPER / MGR / OWNER

NAME _____

TITLE _____

TELEPHONE # _____

EMAIL _____

SIGNATURE _____

DATE _____