

# Village of Bellevue Cluster Mailbox Unit (CBU) Installation, Maintenance & Repair Policy



The US Postal Service (USPS) has indicated that going forward, without exception, CBU's will be installed in every new subdivision with few deviations. Requests for exceptions will require an appeal process that will be lengthy and not result in a timely decision.

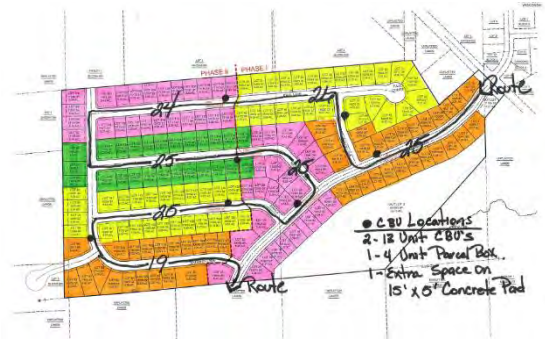
This policy describes the construction and installation requirements for staff, design engineers and developers. It will limit municipal exposure and liability, ensures proper ADA installations and clarifies that subdivision lot owners are responsible for long term CBU maintenance and replacement costs including the foundation pads. There are four major policy parts:

- Coordinate CBU installation/locations to be installed in subdivisions with USPS. Also identify on the plat which lots are responsible for which CBU's and add required long term ownership and maintenance notes.
- Developer will be responsible to design and construct safe accessible routes and install the CBU and foundation pad as part of the subdivision construction process.
- Developers will be responsible to order and install the CBU and distribute the keys to the first-time subdivision residents only. After that it is up to the homeowners and Post Office to manage keys.
- All CBU installation costs will be added to municipal subdivision development costs, to be paid by the developer.

## USPS CBU Coordination

- Many of the CBU coordination difficulties begin with the fact that neither USPS or Developers are transportation designers or engineers. Additionally, they cannot act as a Municipality to determine exactly what can be installed because they can't issue right of way use permits, nor approve designs for American Disability Act (ADA), crash, safety and breakaway requirements. Also, because so many different municipalities are involved, each may have a different policy.
- **There are five easy steps the Village should be following during a subdivision plat review:**

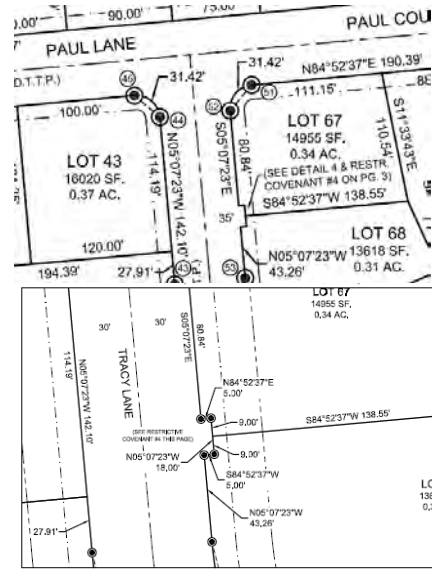
- Assist the developer and surveyor. Engineers design and municipalities permit everything in the right of way, utilities, road, sewers etc. We can easily assist planning and coordinate appropriate CBU locations that are ADA complaint and safe. CBU location needs are simple and outlined below. Creating a USPS plan submittal is easy and if done correctly the first time will be easy for USPS to approve it quickly.



- Make a simple plan drawing like the one shown to the right (a large version is also attached). This simple plan shows which lots will be served by which CBU. Submit it to the post office and subdivision surveyor. USPS technically has 30 days to respond. Do it early and as soon as possible so as not to delay the subdivision design or platting process. This example drawing is for a subdivision that will be built in 2 phases, having 7 CBU locations. Each location will have space for 2 CBU's, 1 parcel unit (for large packages) and space for 1 future CBU just in case (or a newspaper distribution box?). There are many CBU options, many units having 8 or more compartments, with 13 and 16 compartment units being most applicable to new subdivisions. Two 13 or 16 compartment CBU's can accommodate from 26 or 32 lots. The CBU's will be installed on a 15' wide by 5' deep concrete pad. Use only one model of CBU throughout the whole subdivision.
- Ensure that the surveyor adds a "general" CBU plat note to protect the Municipality. This is like the standard note on all plats requiring "drainage grading along lot lines". It should be a general note as Municipalities have nothing to do with enforcing restrictive covenants. However, the note could be both a general note and a restrictive covenant. Bellevue's current note, endorsed by Brown County is as follows:
  - **All lot owners associated with the designated CBU are joint owners of the specified CBU structure and its foundation and are responsible for the long-term maintenance and replacement. If the property owners do not keep the CBU in a good-looking functional state, the municipality may assess/charge the lot owners for the shared cost of repairs or replacement.**

○ Ensure the plat designates which lots are served by each CBU location.

- Bellevue needs to know exactly who is responsible for the CBU's if complaints are made or maintenance is needed. See the details and notes to the right as an example.
- Brown County (as a separate coordination courtesy) currently plans to forward new plats to USPS representatives (contact info below) as part of their normal 20-day comment period. This does not replace the required USPS coordination plan/agreement, see below, but might help identify if a subdivision hasn't planned for CBU's.



○ Submit the CBU Coordination Agreement (see attached) & Simple Plan drawing to the USPS contacts below by email.

- The agreement looks complicated but realize the agreement just used to:
  - collect information about the proposed locations and particular equipment to be installed for USPS to put on file, and
  - it documents that CBU coordination occurred and installation plan is approved.
  - signing the agreement does not obligate developers to maintain the CBU Box. See Agreement part 6c, responsibility transfers to future homeowners.
- Fill out Agreement Part 1 describing the General Property information, Parts 3 and 4 on Equipment Details. Circle “Property Agent” for the 3 responsible parties shown in Part 4. Have the municipality or developer sign the agreement. Scan & email the agreement and simple plan drawing to the appropriate area Postmaster and Lakeland District Growth Coordinator listed below:
- Green Bay Postmaster – Brad Koenig
  - Work: 920-498-7417 Cell: 920-540-3418
  - Email: [brad.j.koenig@usps.gov](mailto:brad.j.koenig@usps.gov)
- De Pere Postmaster – Donny Harju
  - Phone: 920-336-4306 Direct: 920-336-4471
  - Email: [donny.r.harju@usps.gov](mailto:donny.r.harju@usps.gov)
- Lakeland District Growth Coordinator – Deidre Scheerer
  - Phone: 414-287-1869 Cell:
  - Email: [deidre.j.scheerer@usps.gov](mailto:deidre.j.scheerer@usps.gov)

## Engineering considerations in planning CBU locations in subdivisions

- CBU location guide: see USPS National Delivery Planning Standards Handbook PO-632.  
(Construction details are in the next section)

- Parking must be safe for residents & postal employees.
- Locate them on low volume, low speed side streets that allow and provides for parking to **avoid construction of turn out lanes like that shown to the right.**

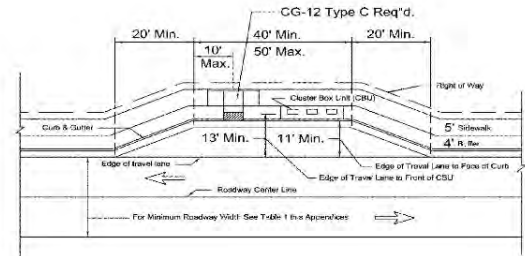
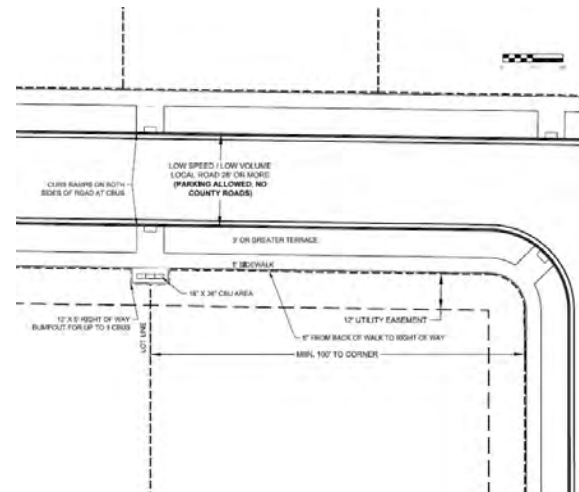


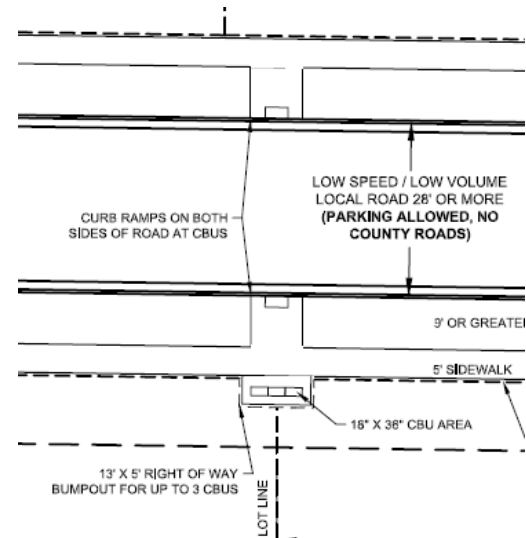
FIGURE B(1)-25 CLUSTER BOX TURNOUT – CURB AND GUTTER

- Don't place CBU's on County, arterial or collector roadways that will have higher traffic volumes or high speeds. Typically, these roads only have travel lanes and narrow shoulders that are not adequate or safe to park on.
- The roadway must have legal safe parking for users to stop and get out of cars. If it doesn't allow parking or the roadway only has travel lanes an entire parking turnout lane must be added. Nobody will want to pay for a turn out lane and municipalities won't maintain or plow them.
- Do not place CBU's in a cul-de-sac bulb area due to congestion of driveways and snow storage issues.
- CBUs should be within 1 block from residences
- Keep CBUs approx. 100' or more from corners
- CBU's should be accessed from an ADA sidewalk
- Locate CBU's to have a short postal driving route travel distance
- Ideal postal driving routes utilize right hand turns
- The Post office will provide for an optional extra CBU parcel box to aid in parcel delivery's
- Items that don't fit into available compartments will be placed at the doorstep
- Bellevue will not allow the CBU's to be placed on Village owned property.



### **CBU Accessible Routes (sidewalks and CBU foundation pad)**

- See the attached sample construction drawings for:
  - rural roads with ditches and no sidewalks, and
  - urban roads with and without sidewalks.
- CBU's aren't crash or breakaway safe. CBU's should be a minimum of 2 or more feet clear of any curb as a clear zone and up to 6 feet away as a breakaway zone.
- While the CBU may be placed on either side of the sidewalk. Bellevue does not want CBU's in the terrace due to possible CBU damage from snow plowing, to avoid breakaway requirements and clear distance issues.
- Bellevue will require a right of way bump out behind the sidewalk so the CBU is still located in the public right of way, see the drawing to the right.
- **A standard CBU slab depth is 5 feet** and poured adjacent to the sidewalk. 5 feet allows a 2' offset to the front of the CBU, 1.5' of CBU depth and 1.5' clearance on the back of the CBU.
- **A standard CBU slab width measured along the sidewalk,** to accommodate 2 CBU's, 1 extra parcel box and have 1 spare CBU space, is 4 spaces at 3' each plus 1.5' clear on each end, totals 15 feet. The slab may be wider if a more centralized location is used and more CBU's are desired in a location. Just add 3 feet for each additional CBU.
- **Each standard CBU right of way bump out** depth is 5 feet and 1.5' clear of each side of the slab so 18 feet wide. Add 3' each if you plan additional CBU's
- ADA type accessible routes, part of USPS National Delivery Planning Standards Handbook PO-632
  - Standard sidewalk requirements: 5' wide (4' minimum), use curb ramps at curbs, 1 to 2% cross slope etc..
  - Don't place CBU's at the curb facing the street, as a curb is an ADA barrier and is not acceptable.
  - Place CBU's 15" or more off the sidewalk edge. Bellevue will use a 24" offset for pedestrians and so there is generous space to plow snow with power equipment. Bellevue has a sidewalk clearing ordinance to ensure that homeowners are required to shovel the sidewalk/route.
  - CBU foundation pads are 8" thick and they must be level to the sidewalk. Make them 5 feet wide to leave room around the sides and edges so lawnmowers



and easily go around the edge without hitting the CBU box and eliminate lawn trimming needs.

The Sidewalk and CBU foundation could be installed by the developer or the municipality can do it as part of the subdivision work at the developer's cost.

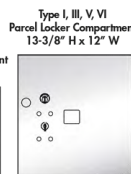
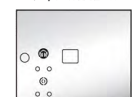
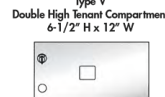
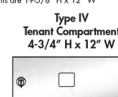
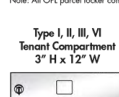
### **CBU Mailbox Unit Information**

- Before the CBU is bolted down, call the post office to install the 2 Arrow USPS master door locks in the CBU so it is locked.
- **Also consider that it is probably important to make sure that CBU's and their foundation pads are installed before the first Builder shows up, so that home placement and driveways won't interfere with the CBU and pad later.**
  - Make sure the product you order is USPS approved - F SERIES
  - Developer can pass the keys out as new homes are constructed.
  - When homeowners move, they are supposed to hand CBU mailbox keys to the new homeowners.
  - If a resident loses their keys, they will have to call the post office and for a fee USPS will install a new lock and provide a new set of keys.

### **Cluster Box Unit Standard Compartment Sizes**

All CBU Types are USPS Approved and pre-configured with standard tenant and parcel locker compartments which meet specific regulations.

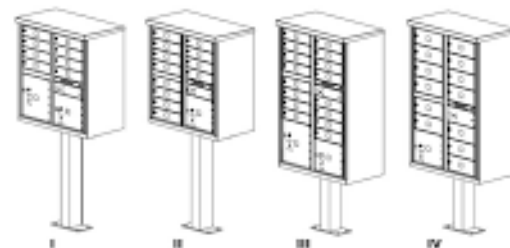
Note: All CPL parcel locker compartments are 19-5/8" H x 12" W



- Florence Manufacturing and Salsbury Industries are the two primary manufacturers of USPS approved cluster mailboxes in the United States.

The number of compartment slots and compartment slot sizes vary in each CBU type.

- All CBUs have the same outside overall dimensions: 30.5" wide by 18" deep. They all have the same total height. The posts are taller or shorter depending on how many compartments are selected. Standard 3" tall compartment door sizes come in 8, 12, and 16 unit configurations, while the larger 4-3/4" compartment door size comes in a 13 unit configuration. CBU's have two half double doors on the front that the postal employee opens to load the mail into. They also come with optional decorative features and parcel box models for larger delivery items.



	TYPE I	TYPE II	TYPE III	TYPE IV
INSTALLED HEIGHT	62"	62"	62"	62"
DEPTH	27-7/8"	27-7/8"	27-7/8"	27-7/8"
WIDTH	30-1/2"	30-1/2"	30-1/2"	30-1/2"
WEIGHT (WITHOUT PEDISTAL)	107 LBS	111 LBS	147 LBS	137 LBS
WEIGHT (WITH PEDISTAL)	225 LBS	229 LBS	262 LBS	252 LBS
QTY OF STANDARD COMPARTMENTS	6	22	36	13
QTY OF PARCEL COMPARTMENTS	2	3	2	1
PARCEL COMPARTMENT HEIGHT	30", 23"	30"	30", 23"	30"

- The two most common CBU models that might be used in a subdivision can be seen here and are approximately \$1,400 each, Bellevue will work with developer to decide which CBU will be the most appropriate for each subdivision.



- Type III – is a 16 compartment CBU that has 3" tall and 12" wide slots. Good for letters and magazines but that's about it. It has 2 lower parcel boxes built in the bottom and 1 outgoing mail slot. 2 CBU units will serve up to 32 lots.
- Type IV – is a 13 compartment CBU that has 4-3/4" tall and 12" wide slots. It has 1 lower parcel box built in the bottom and 1 outgoing mail slot. Smaller flexible Amazon packages might fit in these larger slots but it only has one parcel box. 2 CBU units will serve up to 26 lots. In my opinion this is better but could result in the need for one extra CBU location in a subdivision having the same number of lots.
- You can rationalize why you would want a particular CBU for each situation. There is no right or wrong answer and the post office doesn't really care which is used.

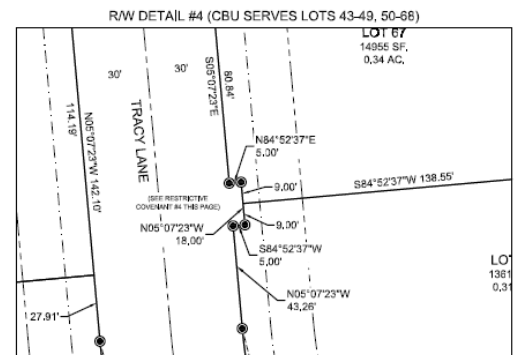


- Bellevue is standardizing on the black color as we've been told the paint lasts the longest.
- Decorative features are optional, but Bellevue will not require any additional decorative tops. Notice the different tops and post covers. Decorative CBU's are about \$500 more for each CBU. If you use USPS provided parcel boxes don't forget to purchase extra decorative features as they don't provide the decorative top and post cover.



- How lot addresses & CBU door labels work:

- Units come with either labels or engraved numbers on each mailbox compartment door.
- Typically, up to 5 digits can be on each label or engraved.
- Actual street addresses are not typically used on each tenant mailbox box door for various reasons.
- In Bellevue, each CBU location will have a ROW bump out location number shown on the plat and a detail showing which lot numbers that are served, see CBU bump out location #4 to the right. Typically, 2 CBU's will be at each bump out location serving 26 to 32 lots. If you have any duplexes, town houses or condo lots remember to plan for that. Apartments should have their own on-site CBU units.
- **Example CBU door numbering method** could be as follows: The first label number would be 4 for CBU bump out location #4. The second number, as normally there are 2 CBU's are at each location, would be either 1



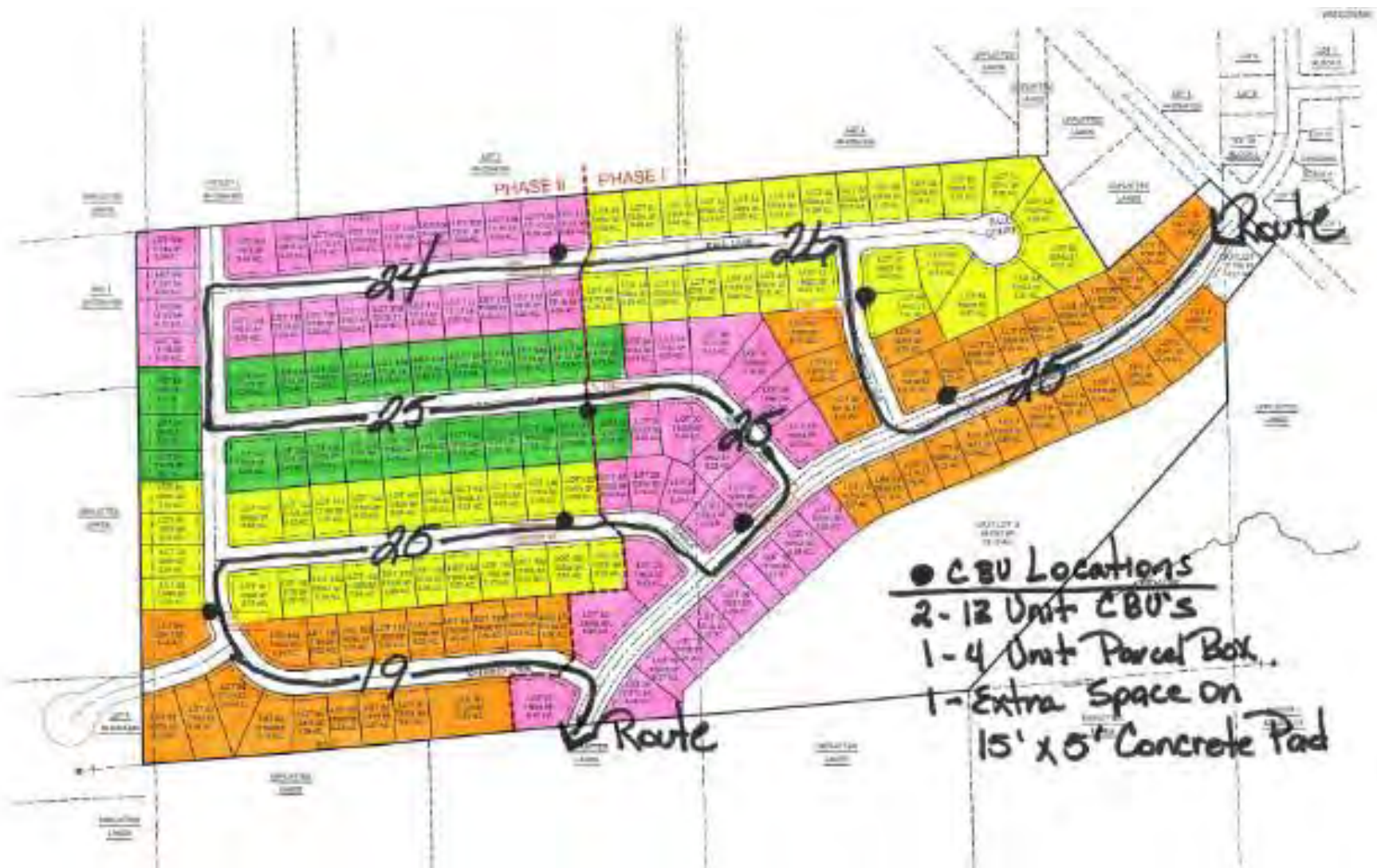
or 2. The last two digits would be the CBU compartment number, say 1 – 13 or 1 – 16, so the the first CBU unit would have compartment numbers as 411, 412, 413..... through 4116, the second CBU unit at the same location would be 421, 422, 423 .....through 4216. The numbers on the compartment doors can be labeled with decals or be engraved. Bellevue will not have any requirements on which numbers or labeling method is used.

- Once the plat is recorded and a street address is given for each subdivision lot. Use a strip label maker to label the floor of each compartment inside the CBU unit with the street name & address of the home so the delivery person will know which slot to put mail in when they open the front double doors. Then label each key with the CBU door unit number and the street address of the home. The keys will then need to be held by the post office or developer and distributed as necessary.
- **When ordering, Color Select BLACK, Use/Locks Select USPS use WITHOUT Postmaster Lock** (USPS installs them for free), **Anchor Bolts Select Include Expansion Anchor Bolts** for a pre poured concrete slab, **Compartment Door Identification Select Custom Door Engraving** it should be free, **Enter the CBU custom numbering as determined by the subdivision plan.**

#### **Extra USPS provided parcel boxes**

- USPS Postmasters in Brown County will optionally provide one extra 2 or 4 unit parcel box for larger parcels. It has the same dimensions as regular CBU's. An extra parcel box is not required.
- As part of the coordination process they will order and pay for the extra parcel box if desired and match the color. USPS has a contract with Salsbury for CBU's. There are several licensed & authorized CBU manufacturers and they should all be built exactly the same like Salsbury, Florence etc..
- If the developer would like decorative features on their CBU's like a top or bottom, order additional parts for the USPS provided parcel unit to match as USPS will not provide for decorative features.
- Parcel Keys work like this: When the postal delivery person places a parcel in a parcel box the key to the parcel box is placed in the mail slot of the resident intended to receive the package. When the resident obtains the key from their mail slot, they open the appropriately labeled parcel locker to retrieve their parcel and the special parcel lock traps and holds the key for the postal delivery person to be used again.





## Mode of Delivery Agreement

This Agreement outlines the commitments made by the United States Postal Service® ("USPS®" or "Postal Service™"), and by the business/property owner either on its own or by and through its agent, manager, or representative (collectively, "Property Agent"), for establishment or conversion of a delivery mode and for the installation, maintenance, and replacement of a Cluster Box Unit (the "Delivery Equipment") at the site and delivery points listed below for the property addresses covered by this Agreement (individually, a "Property" and collectively, the "Properties"). This Agreement is entered into voluntarily by the parties and is for a permanent change in the mode of delivery.

### 1. General Information

District	
Area	
Postal Service Representative	
Property Management Company	
Management Representative	
Primary Address of Location and Addresses Covered by this Agreement	
City, State, Zip Code	
Range of Possible Deliveries (Start-End)	
Number of Possible Deliveries Converted	
Route #	

### 2. Commercial Property (if residential, leave blank and proceed to Section 3)

This project is: **New Construction** \_\_\_\_\_ **Renovation** \_\_\_\_\_  
 Estimated 1<sup>st</sup> Occupancy Date: \_\_\_\_\_ 10% Occupancy: \_\_\_\_\_ Completion: \_\_\_\_\_  
 Delivery options will be explained by a Postal Service representative.

Type of Project	Deliveries	Equipment-Type / #	Pad size
Office Bldg. (Floors)			
Shopping Mall			
Strip Mall			
Other			



**Additional Comments:**

Postal Service shall:

- Label all keys and the insides of the Delivery Equipment by suite numbers.
- Provide an electronic directory for key distribution to tenants.
- Provide a letter of introduction and instruction "How to Use the CBU and Parcel Lockers."

**3. Residential Property (if commercial, leave blank and proceed to Section 4)**

Type of Project	Deliveries Equipment-Type #	Pad size
Apartment complex (walk)		
Apartment complex (other)		
Mobile Homes		
Townhouses		
Condos		
Single family homes		
Other		

**Additional Comments:**

- Customer signatures must be obtained prior to a conversion.
  - In single-family housing areas (including manufactured housing and mobile homes) where the residences and lots are owned, each owner must agree to the conversion in writing. Owners who do not agree must be allowed to retain their current mode of delivery.
  - If an owners' association or developer 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 a conversion.
- 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.

**4. Equipment Provided and Installation Requirement**

Equipment (Enter # Of Pieces)

Type I	Type II	Type III	Type IV	Type V	Type VI	Total

Comments:

Date of Installation: \_\_\_\_\_

**Circle the Responsible Party**

Property Agent	USPS	Shall pay for every cost associated with the purchase of the Delivery Equipment.
Property Agent	USPS	Shall pay for every cost associated with the issuance of keys to occupants.
Property Agent	USPS	Shall pay for every cost associated with the changing of locks to the Delivery Equipment.



Location and installation of all Delivery Equipment must be approved by a Postal Service representative to confirm ready and reasonable access to the Delivery Equipment, as well as compliance with any applicable federal laws. See attached site map of complex, for pad(s) location and box configuration onto pad(s). This notice will serve as an Agreement/Letter of Consent between the Postal Service and the Property Agent for the placement of Delivery Equipment at the agreed upon location(s) indicated on the plot map. Property Agent accepts the Delivery Equipment pursuant to the Bill of Sale in Section 5 below.

## 5. Bill of Sale

- a. In consideration for the agreement by Property Agent to consent to centralized delivery, or to modify the mode of delivery to centralized delivery, for the address(es) described in this Agreement, USPS does hereby sell, convey, transfer, and deliver to Property Agent the following personal property:

The Delivery Equipment and any fixtures to attach that Delivery Equipment to the property of the Property Agent (collectively, the "Personal Property"), subject, however, to USPS's right to uninstall Delivery Equipment in the event that the installation and use of the Delivery Equipment on the property of the Property Agent violates any laws, rules, regulations or ordinances applicable to USPS.

- b. USPS warrants that USPS is the legal owner of the Personal Property and that the Personal Property is free of all liens and encumbrances.
- c. Except as set forth in item 2 immediately above, the Personal Property is transferred in "as is" condition without representations or warranties of any kind, expressed or implied, of merchantability, fitness for a particular purpose, condition, design operation, capacity or otherwise.
- d. The Personal Property shall be delivered to Property Agent on the Date of Installation agreed upon in this Agreement.
- e. This Bill of Sale shall be governed by and construed in accordance with Federal law.
- f. This Bill of Sale shall bind and inure to the benefit of Property Agent and USPS and their respective successors and assigns.

## 6. Installation and Maintenance

- a. Property Agent shall pay for every cost associated with the installation of the Delivery Equipment.
- b. Property Agent shall pay for every cost associated with the current and future maintenance and replacement of the Delivery Equipment, except in the limited circumstances regarding keys and locks if the Responsible Party is noted as USPS in Section 4 above.
- c. The builder/developer of the Properties covered by this Agreement shall not be responsible or liable for maintenance of the Delivery Equipment. Such maintenance shall be the responsibility of the homeowners association (HOA), the Property Agent, the home owners, or the Postal Service, as may be indicated in this Agreement or any related agreement.

## 7. General Terms and Conditions

**Binding on Successors and Assigns.** Property Agent, on behalf of itself and each and every owner of the Properties, understands and agrees that this Agreement binds and shall inure to the benefit of Property Agent and to each and every owner of the Properties covered by this Agreement and their respective successors and assigns, agents, employees, servants, tenants, occupants. All parties hereto agree that the owner of each Property shall include this Agreement in any document transferring rights in the Property to any successor in ownership for that Property. This Agreement and any obligation for future maintenance and replacement of the Delivery Equipment contained herein shall survive any expiration, termination or modification of this Agreement. Property Agent



represents that it is or acts on behalf of (a) the only person or entity with an interest in the Property (b) the only person or entity with authority to enter into this Agreement and bind owner(s) to the terms and conditions set forth herein and (c) that it has the legal capacity to execute this Agreement, including but not limited to, in the case of a Property Agent that is an individual, being of sound mind, being capable of understanding the language of this Agreement, and being of the age of majority.

**Notice.** Any notice hereunder shall be given in writing to the party for whom it is intended to the following addresses or such future addresses as may be designated in writing:

**Property Agent:** Notice will be sent to the address provided for registration above.

**United States Postal Service:** Notice should be provided to [provide USPS contact information]

**No Waiver.** If either the Property Agent or USPS shall overlook, excuse, condone or suffer any default, breach, non-observance, improper compliance or non-compliance by the other of any obligation hereunder, this shall not operate as a waiver of such obligation in respect of any continuing or subsequent default, breach, or non-observance, and no such waiver shall be implied but shall only be effective if expressed in writing.

**Integration.** This Agreement constitutes the full and complete agreement between the parties and supersedes any and all prior representations, promises, and/or understandings pertaining to the subject matter hereof. No modifications to this Agreement are binding unless made in writing and signed by the parties.

**Severability.** Should any provision or provisions of this Agreement be illegal or not enforceable, it or they shall be considered separate and severable from this Agreement and its remaining provisions shall remain in force and be binding upon the parties hereto as though the said provision or provisions had never been included.

**Interpretation, Construction, Choice of Law.** This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the Parties hereto. This Agreement shall be governed by the Federal laws of the United States.

**Claims and Disputes.** This Agreement, and any dispute arising hereunder, is subject to the Contract Disputes Act of 1978 (41 U.S.C. §§ 7101-7109).

**Attachments.** In the event that one or more Attachments are intended to be included with this Agreement, then any such Attachments appended hereto are made a part of this Agreement and are incorporated herein by this reference.

By signing below, the parties agree to be bound by the terms and conditions of this Agreement, its Bill of Sale, and any applicable attachments as determined below and attached hereto.

**Attachments (circle if applicable):**

USPS-MOD-A1

USPS-MOD-A2

\_\_\_\_\_  
USPS Signature and Date

\_\_\_\_\_  
Property Agent Signature and Date

\_\_\_\_\_  
District Manager Signature and Date

\_\_\_\_\_  
Area Vice President Signature and Date

