

# RESIDENTIAL MAILBOX GUIDE

In 2016, new mailbox regulations were adopted by the Noblesville Postmaster, an agent of the United States Postal Service (USPS). The regulations currently in effect require all new residential developments to provide cluster box units (CBU) or neighborhood delivery centers (NDC) chosen at the Postmaster's discretion. This guide has been prepared to outline the applicable regulations for residential mailboxes within the Noblesville planning jurisdiction. [Article 2 of the Unified Development Ordinance](#) (UDO) provides the following definitions of the required mail installations:

**Cluster Box Unit (CBU):** A freestanding, pedestal-mounted mailbox containing 8, 12, 13, or 16 individually locked mailboxes and parcel compartments.

**Neighborhood Delivery Centers/Postal Kiosk (NDC):** A freestanding, sheltered or enclosed installation containing a large number of individually locked, wall-mounted mailboxes and compartments.

## APPLICABILITY

New residential developments will be required to install CBU or NDC mailboxes, which will be ~~at the~~ at the Postmaster's discretion. Any residential developments remodeled in the future will NOT be required to follow the amended regulations UNLESS new residential units are added during the project.

## USPS REGULATIONS

The USPS Postal Operations Manual Sections 631 – Modes of Delivery and 632 – Mail Receptacles may be referenced to outline USPS standards for regulation of CBU and NDC installations.

## UDO REGULATIONS

CBUs and NDCs must be decorative in nature and include a decorative top and enhanced pedestal cover.

Acceptable colors include black, brown, and bronze. White, gray, green, tan (sandstone), and other similar colors are prohibited.

## TAC REQUIREMENTS

CBU and/or NDC structures must be included on the site plan submitted to the [Technical Advisory Committee](#) (TAC) and must contain the locations, setback distances, materials, colors, and color elevations, and documentation of USPS approval of locations, materials, and type of equipment.

## PERMIT REQUIREMENTS

Neighborhood Delivery Centers/Postal Kiosks shall require a building permit prior to installation

For the installation of CBUs that are approved by TAC those units shall not be required to obtain an encroachment permit.

## MAINTENANCE

The City of Noblesville shall not be responsible for the installation, repair, or replacement of any CBU or NDC structures.