Planning & Implementing New Mail Service in Your New Single Family Development

1. PLAN EARLY
   Contact USPS to determine centralized mailbox locations before finalizing development plan.

2. IDENTIFY USPS GROWTH MANAGER
   Go to USPS.com or email Delivery.Growth@USPS.gov to find your local USPS growth manager to work with you to determine mailbox locations.

3. DESIGN ACCESSIBLE SPACES
   Design selected mailbox site with adequate space for appropriate accessibility by customers and carriers.

4. SELECT MAILBOX EQUIPMENT SUPPLIER
   Ensure mailboxes are USPS compliant by selecting an approved manufacturer. An Authorized Florence Dealer can assist you with your mailbox selections.

5. INSTALL CENTRALIZED MAIL EQUIPMENT

6. CONTACT LOCAL POST OFFICE
   Stay in contact with your designated USPS representative during building process to plan ahead for inspection & commencement of mail delivery.

7. COMMENCE USPS MAIL SERVICE
   USPS installs Master Access locks in mailboxes & mail delivery may begin.

8. DISTRIBUTE MAILBOX KEYS
   Assign mailboxes to homes & distribute key at home closing.

9. RESIDENTS RECEIVE MAIL & PACKAGES
   FlorenceMailboxes.com
Builders and developers are responsible for siting the centralized mail equipment in the development, in collaboration with the US Postal Service, and for the purchase and installation of selected equipment. The builder/developer/property owner is responsible for providing lock and key service for newly installed centralized mail equipment in new single family development.

The USPS will install the Master Access lock in the centralized mailbox unit when mail delivery commences for the first resident in the development being served by the designated mailbox unit.