

1. SUBJECT: CANADA POST COMMUNITY MAIL BOX (CMB)

2. **DEFINITION**

Community Mail Box (CMB) – Centralized mail delivery system, including free-standing, pedestal-mounted cluster box unit which provides delivery and collection services to a number of residences.

3. DRAWING

AS-555 – Community Mail Box

AS-402 – Residential Sidewalk/Wheel Chair Ramp

AS-404 - Commercial Sidewalk/Wheel Chair Ramp

AS-509 – Standard Residential Street Light Type I

4. BEST PRACTICE

Approval from the City Engineer is required for installation of a CMB within City right-of-way in accordance with By-Law 25-2010 as may be amended with the following conditions:

- Preferred location flankage not front yard, local road versus collector and collector versus arterial not collector/arterial roads or on roads with sidewalk and curb/gutter and streetlights.
- CMB installed in the front yard (residential use) is prohibited.
- Installation in accordance with AS-555.
- Hard surface access/leadwalk shall be provided from existing sidewalk if a sidewalk is available or leadwalk from roadway to the CMB.
- CMB shall be a minimum 11m (36') from face of curb or edge of the pavement of the intersecting street. CMB to be located on the lowest classified road.
- CMB on COLLECTOR/ Arterial/Scenic parkway a Lay-By is required (AS-555, AS-540).
- CMB shall have 1.2m (4') clearance from the property line (AS-555).
- CMB locations require curb-cut shall comply with the City standard AS-216, AS-401, AS-402, & S-403.
- Surface restoration to City standard.
- CMB with no sidewalks are considered temporary locations.
- CMB (temporary) required to be moved. Canada Post responsible for boulevard restoration.

5. RELATED BEST PRACTICES

N/A

6. RELATED CITY SPECIFICATIONS

S-4 – Selected Granular Base Courses

S-10 – Sodding and Topsoil

Concrete Curbs and Combined Curb and Gutters

Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method

City Engineer or Designate

Date

