

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:

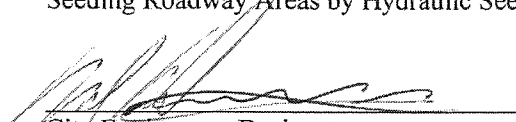
- Preferred location – flankage not front yard, local road versus collector and collector versus arterial not collector/arterial roads or on roads with sidewalk and curb/gutter and streetlights.
- CMB installed in the front yard (residential use) is prohibited.
- Installation in accordance with AS-555.
- 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

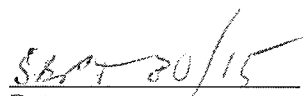
N/A

6. RELATED CITY SPECIFICATIONS

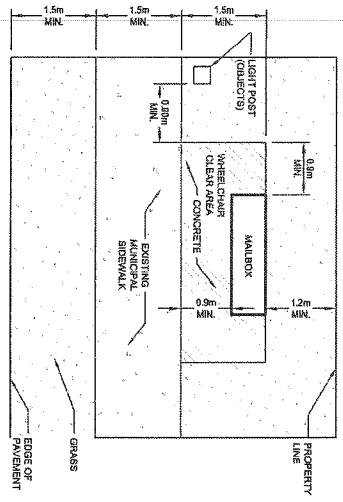
- S-4 – Selected Granular Base Courses
- S-10 – Sodding and Topsoil
- Concrete Curbs and Combined Curb and Gutters
- Seeding Roadway Areas by Hydraulic Seeding and Mulch Cover Method



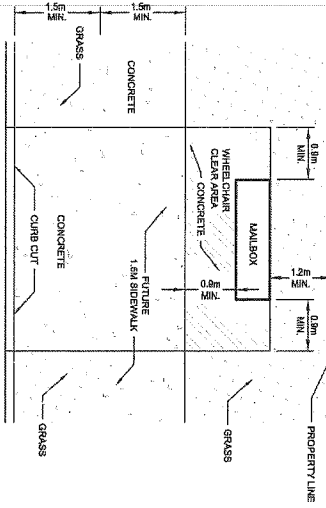
 City Engineer or Designate



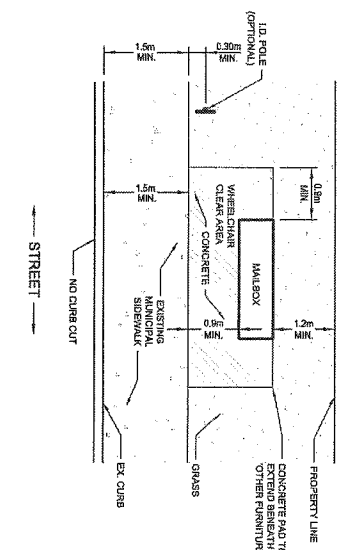
 Date



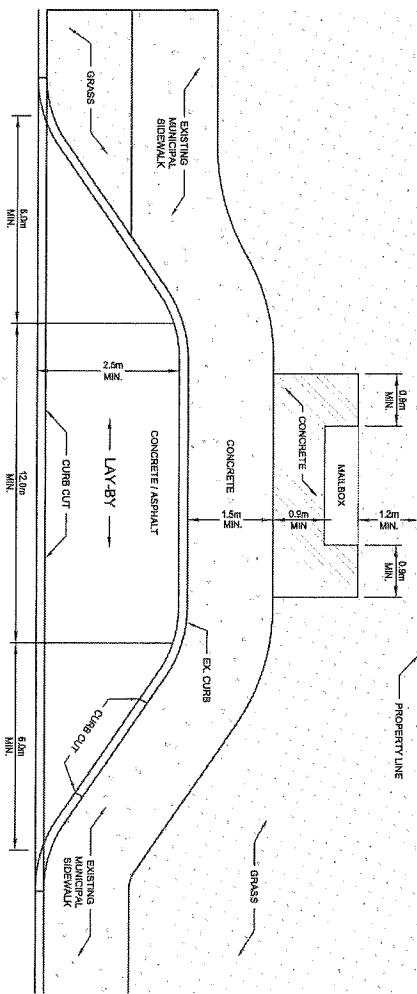
CASE 1: MAILBOX IN BOULEVARD WITHOUT CURBS
(WITH A NO STOPPING SIGN)



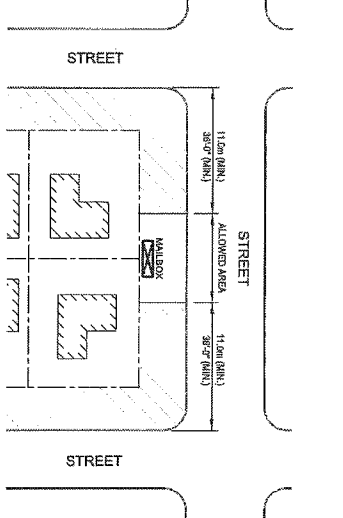
CASE 4: TEMPORARY MAILBOX IN BOULEVARD WITHOUT
SIDEWALK (WITH A NO STOPPING SIGN)



CASE 2: MAILBOX ADJACENT TO CURB / SIDEWALK
(WITH A NO STOPPING SIGN)



CASE 5: MAILBOX ADJACENT TO LAY-BY
ON: - COLLECTOR ROAD
- ARTERIAL ROAD
- SCENIC PARKWAY



CASE 3: PREFERRED COMMUNITY MAILBOX LOCATION

- GENERAL NOTES:**
1. All sidewalks in accordance with AS-401 and AS-403.
 2. A minimum of 1.2m (4'-0") clearance between mailbox and property line.
 3. All work within the public-right-of-way to be completed to the City of Windsor standards, to the satisfaction of the City Engineer.

4. Where deviations of the standard is proposed, the alternative design / location must be to the satisfaction of the City Engineer.
5. This standard applies to the new community mailbox construction only. Where replacement of existing mailbox is to occur, minimum clear dimensions must be met.

REVISED: SEP. 2016

CITY OF WINDSOR
ENGINEERING DEPARTMENT

**CANADA POST COMMUNITY MAILBOX
(RESIDENTIAL)**

N.T.S.

DRN BY: B.C. N.B.	DATE: FEB. 2015
REVISION:	CHD BY: J.L.
CHD BY: P.L.U./J.L.	PASSED BY:

MARK HINERTON, CITY ENGINEER

AS-555