

OPC Mail Box Standard

The Olde Port Cove mail box standard is a standard design specification that meets the USPS requirements. Most of the boxes in the neighborhood meet the design standard. However, the USPS has recently changed their guidelines. This standard has been updated to reflect the latest USPS changes.

Height and Distance from Curb

The USPS requirement is 41 to 45 inches to the bottom the USPS black mailbox based on the road surface. The required height of the mail box changes when the USPS changes vehicles. The post should be buried no more than 24 inches so it will give way if hit by a vehicle. The distance from the curb to the closed door of the mailbox should be 6 to 8 inches back from the street.

Mail Box Size and Color

The standard OPC mail box post will accommodate a "large" size mail box that is at least 8"W x 20"L. These steel mail boxes are available at local big box stores. The only approved color is black. The OPC Board has approved the use of temporary mail box adornments such as vinyl covers, metal plant holders, birdhouses, etc. to allow personalization of your mail box. These should be removed once you sell your house.

Box Location and Numbering

By USPS requirements the mailbox must be on right-hand side of the road in the direction of the route line of travel for curb service residential communities like ours unless otherwise approved by the USPS. There must be numbers on the box from the direction in which the box will be serviced. The OPC standard design is in compliance with the numbering presented horizontally on the newspaper box. The OPC standard requires black standard (4") house numbers. These are available at hardware stores in both painted cast aluminum and now in a low sheen black plastic. Painted numbers should be repainted when the paint wears off.

Painting the Post and Mailbox

The Environmental Control Committee and OPC Board have approved the painting of the mail box post a color that matches the house trim color. Also approved is the option to use a wood stain preservative. *The goal is to reduce the growth of mold and mildew and enhance the look of the pressure treated wood over time.* The box must remain black; however, they are easily repainted with a can of Rustoleum. A semi-gloss is recommended so the box is not too shiny.

Mail box Requirements in a Nutshell

1. The post will be of the design described in this standard below,
2. The mail box will be black in color,
3. At a minimum, house numbers will be affixed to the side of the newspaper box on the side approached by the mail carrier.

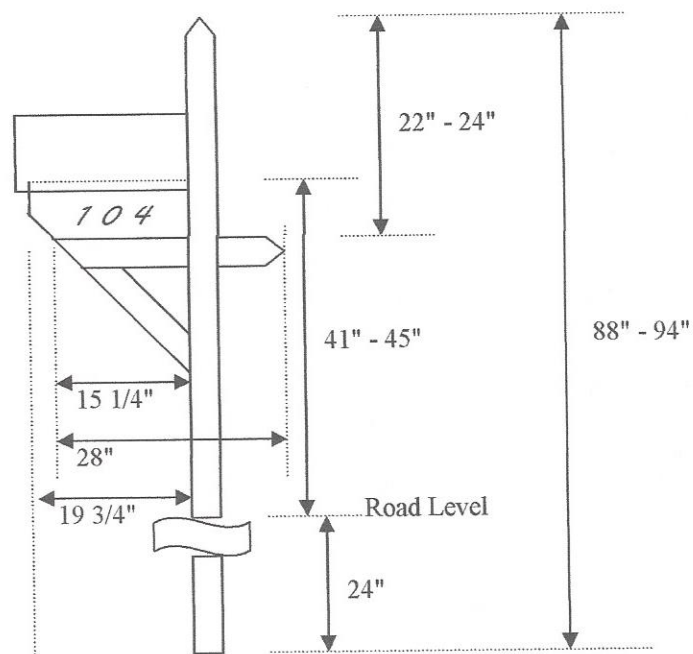
Post Design and Newspaper Box

The design of the post has been accepted as a standard from the inception of the neighborhood. The design requires the newspaper box. The purpose of a common design was to have an aesthetic and common look downplaying the mailbox. The materials required to build this are:

- 1 1 x 8 x 8' Pressure Treated Board #1 grade if available
- 2 4 x 4 x 8' Pressure Treated Boards #1 grade if available
- 1 8"W x 20"L (min) Black Mail Box (steel recommended)
- 1 Set of 4" Black House Numbers.
Approximately (20) 2", (10) 3", and (6) 3 1/2" galvanized deck screws (tan coated or stainless steel if you have them) to fasten pole together.
Approximately (6) #8 x 1" stainless steel pan head screws to hold on the mailbox.

Post Design Diagram

The sketch is not to scale. The newspaper box outside dimensions are $7\frac{1}{4}" \times 7\frac{1}{4}"$. To accomplish this, the 1×8 must be ripped down from $7\frac{1}{4}"$ to $5\frac{3}{4}"$ for the top, bottom, and back pieces. The pieces are assembled with 2" deck screws (4 or 5 per joint on the sides, 2 or 3 for the back). The cross is accomplished by cutting out half of the post and half of the cross piece and fitting together fastened with 3" deck screws (4 from each side in an alternating pattern, square one side, diamond the other so the screws do not hit each other). The support and the cutoff piece must be fit depending on the trueness of the material, but it is at a 45 degree angle. The points on the end of the cross member and the top are at 45 degree angles. Once the cross and the support are completed the newspaper box can be attached a number of ways. At least 4 screws (2" deck) in the bottom and 1 (2" deck) in the back to stabilize the newspaper box should be installed. Leave a $\frac{3}{16}"$ gap between the pole and the back of the newspaper box so that the mailbox back can slip over the newspaper box. Attach the mailbox to the newspaper box with the #8 stainless steel screws.



Who can build this or repair mine?

The OPC Maintenance Committee maintains a supply of mailbox posts. The cost for the post is currently \$65. Supply and costs are subject to change.

The above revised *OPC Mail Box Standard* was approved by the Olde Port Cove Board on November 13, 2018.