



# Memo

**To:** Development and Engineering Community

**From:** Sharon Ebert, Director of Community Development

**Date:** July 24, 2015

**RE:** Postal Delivery and Building Identification Requirements

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In order to comply with postal delivery requirements of the United States Postal Service (USPS), the City of Johns Creek establishes the following requirements for new and retrofitted centralized postal delivery locations.

## **General - Prior to Issuing Land Disturbance Permit (LDP)**

1. Owner/Developer must submit a copy of the Delivery Agreement signed and approved by the USPS or email from USPS with approval of method of delivery.
2. Site preparation, foundation pad, and pedestal installation must comply with USPS specifications.

## **Location / Access – Prior to Issuing LDP**

3. Owner/Developer must submit a location map which shows the proposed Cluster Box Unit (CBU) for approval by Johns Creek.
4. CBU locations shall not impede traffic on the adjacent street or driveway.
5. Access to the CBU must comply with Americans with Disabilities Act (ADA) guidelines.
6. If CBU is to be installed adjacent to a roadway, ADA compliant sidewalk shall be installed to the facility. Right-of-Way or Access Easement should be modified to at least one foot (1') beyond the back of sidewalk

## **Parking – Prior to Issuing LDP**

7. CBUs shall contain a minimum of 1 ADA compliant parking space. Parking may be a pull off along the road.

8. Additional parking may be required if deemed necessary by the Director of Community Development.

**Architectural Requirements – Prior to Issuing Final Plat or LDP**

9. Structure shall comply with community standards. A Building Permit is not required however elevations must be submitted as part of Final Plat for residential developments or LDP for commercial developments for approval.

**Building Identification Requirements Prior to Issuing Final Plat or LDP**

10. Commercial and multifamily developments buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. Submit building identification method to be used for approval as part of LDP.
11. Single Family Detached (SFD) units shall have post in front of each unit with the unit's address. Submit building identification method to be used for approval as part of Final Plat.
12. Single Family Attached (SFA) units shall have approved building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property and approved address numbers on each door. Submit identification method to be used for approval as part of LDP.