



## **INDIVIDUAL LOCKING MAILBOX DESIGN GUIDELINES**

### **STEP 1: IDENTIFY A LOCKABLE MAILBOX TO USE**

- a. As of AUGUST 2019, one lockable mailbox has been pre-approved by the Irvine USPS: Oasis Classic #6200.

USPS requires the mail slot opening to be at least 5 inches high and 11 inches wide. The Oasis Classic #6200 meets this requirement. If you have another mailbox that you think meets the minimum 5-inch height requirement, the post office would be happy to look at it.

### **STEP 2: COMPLETE THE UNIVERSITY HILLS PROPERTY IMPROVEMENT APPLICATION (click here for electronic version)**

The application includes a Neighbor Awareness section, which is required. The Neighbor Awareness section must be signed by your neighbors with whom you share the current post and box configuration. The application must include:

1. A photo of the existing mailbox configuration (the post structure supporting the existing mailbox(s)).
2. The proposed mailbox manufacturer, box model, color (images or brochures). The mailbox color must match the mailbox color in use for your street (white, black, bronze).
3. A plan (sight plotting) showing the location of the mailbox **in relation to the curb or back of sidewalk. (See below for instructions. If you need assistance, please contact Community Management):**
  - For boxes mounted behind the curb, the box face needs to be 6 inches behind the curb face, for clearance purposes.
  - For boxes mounted behind sidewalks, the face of the box should be set 6 inches behind the sidewalk edge. Include a graphic or annotated photo (facing the proposed mailbox, showing the front of the box, post and

spacing of boxes if more than one replacement will be occurring), showing dimensions of the mailbox and proposed placement height on existing post or new post configuration.

- As measured from the hinged bottom of the box opening, the opening should be at a minimum of 42" or a maximum of 48" from ground level (top of curb, sidewalk or soil surface, whichever is beneath the current mailbox or mailboxes).
- Include post modifications necessary to install the new mailbox (wider horizontal supports may be necessary to balance box(s) evenly).
- If a separate or new post is required, provide a plotting exhibit showing the proposed location in reference to the existing mailbox post.
- If post material is different from existing post, provide a description of the material and attach supporting documentation such as a brochure or detailed "cut sheet".
- If an existing or new post and horizontal supports are to be used, insure the following dimensions are followed:
  - Box(s) must be mounted 3" from the end of the horizontal support arm.
  - Box(s) must be separated from each other by 3".
  - Box(s) must be mounted 3" from center post.
  - Horizontal arms must be bevel cut at ends.
  - New posts must be bevel cut at top.
  - Horizontal arms must be 6" in vertical width.
  - All existing wood must be refurbished - primed and painted.
  - All posts must be vertically stabilized.
  - Height to bottom of horizontal post arm should be no less than 35".
  - Address number must be 4" high and mounted on the face of the mailbox.
  - In the case of multiple box replacements resulting in a new linear alignment of the lockable boxes, the address numbers must start at the far right when facing the boxes and progress down the line in the order of the delivery to the houses. For instance, if the houses are addressed 2, 4, 6, 8, and that is the direction the homes are going when you are driving on the right, then the mailboxes

should be on one level with 2 being the box on the far right progressing to 8 on the far left. If the street is decreasing in addresses, and you have 93, 91, 89, 87, then 93 would be on the far right progressing to 87 on the far left, since that is the order the houses are going as you travel down the street on the right side.

The following contractors are provided for your convenience to assist with installation:

- Hillcrest Construction - (714) 777-1072
- OC Mailboxes - (714) 717-3659

*Resident is responsible for all mailbox-related expenses including removal, replacement, refurbishment, irrigation, landscape repairs, installation and painting.*

**STEP 3: SUBMIT THE APPLICATION TO ICHA COMMUNITY MANAGEMENT AT THE ICHA OFFICE.**

The application will be reviewed by the Homeowner Representative Board (HRB). The applicant will be notified in writing once the application has been reviewed. The HRB may require additional modifications or conditions. Once your application has been approved by the HRB, you will need to take it or a copy to the Sand Canyon Post Office at 15642 Sand Canyon Avenue, Irvine, for final approval before you can begin any work.