



November 29, 2017

Town of Adams  
PO BOX 424  
Argyle WI 53504-0424

RE: New Mode of Mail Delivery for Developers/Contractors

Dear Town of Adams,

The United States Postal Service is proud to continue its vital role in today's changing mail environment. That role includes responsibility for establishing the method or mode of delivery, the type of mailbox, and location of the mailbox for each street delivery address. Centralized delivery, through the use of Cluster Box Units (CBUs), is our preferred delivery method and box type. These CBU boxes have the advantage of being "package friendly," in that they are designed to accommodate the majority of packages delivered through the U.S. mail.

Online ordering of merchandise has dramatically increased package volume. Many residential delivery mailboxes in use today are designed on the basis of specifications implemented nearly a century ago and are too small to accommodate contemporary parcel volume. As a result, packages delivered by our carriers often cannot fit into residential mail receptacles and must be redelivered, retrieved at a post office, or left on adjacent doorsteps. This latter option leaves the packages susceptible to weather damage. Centralized delivery minimizes these risks.

The Postal Service is directed by statute to provide reliable and efficient service. Centralized Delivery fulfills our responsibility to safe, efficient delivery for both the customer and the Postal Service as we move into the 21<sup>st</sup> Century. Postal Operations Manual (POM) section 631.2 reflects the guidelines used by local postal managers in determining the mode through which such delivery is to be provided, including type of equipment and location of boxes. I am available to meet with you in the early planning stages of community development or redesign to ensure that all options are provided to you and that mailboxes are installed in an approved location. Meeting early will help avoid potential service problems or disruptions. This includes any and all lots even if development has already been in the process.

As a developer, we believe you will be interested in learning more about centralized mail delivery. For residents and local businesses, centralized delivery creates convenience and security benefits. For property owners it provides a valuable amenity and reduces liability and inconvenience related to lost and stolen packages.

Please let me know if you have any questions or would like to discuss in further details.

Sincerely,

Rose M Schulte  
Postmaster  
320 Wells Street  
Darlington WI 53530  
608-776-2436

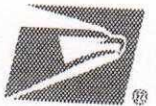
Patty Haney  
Supervisor  
320 Wells Street  
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608-776-2436

This guide is available on usps.com at the following link:  
<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>

You can email me as and I can send via email: [Rose.M.Schulte@usps.gov](mailto:Rose.M.Schulte@usps.gov)



## U. S. Postal Service National Delivery Planning Standards A Guide for Builders and Developers



**PRIORITY:YOU**