

CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Mailbox Policy

The location of a mailbox within the public right-of-way automatically puts it in a situation where it is vulnerable to the high impact loads of snow and ice cascading off of the City's snow removal equipment. Mailboxes are the only structures that are allowed to be installed in the right-of-way as a matter of convenience to mail carriers and property owners. Mailbox installation, maintenance and conformity with United States Postal Service (USPS) standards are the responsibility of the property owner.

Proper location and installation of mailboxes can minimize potential hazards and provide for safe travel, convenient mail delivery and effectively accommodate maintenance activities. USPS requires that all mailboxes must be 41" to 45" above ground level and 6" to 8" from the face of the curb (see diagram below). Additionally, the City requires that mailboxes must be 24" (36" is preferred if possible) from the road's paved surface if a curb does not exist. Mailboxes are not to impede stormwater drainage and must meet all USPS regulations, which can be found at: <https://www.usps.com/manage/mailboxes.htm>.

All mailboxes placed within the public right-of-way are owned by the property owner and placed there at the owner's risk. Property owners are encouraged to examine structural strength and durability to withstand Colorado weather when selecting and installing a mailbox. The City will not issue a building permit for a standard mailbox but will issue a building permit for a column that functions as a mailbox.

City staff has the ability to issue a variance if circumstances do not allow for compliance with the minimum requirements. The City will not repair or replace mailboxes damaged during snow removal operations. The actual right-of-way in most parts of the City is greater than the width of the street. The City often has an additional 5 to 10 feet of right-of-way, and most mailboxes are located in this area.

