



Midlothian
TEXAS

Strong Foundations. Bright Futures.

MAILBOX PERMIT

MAILBOX PERMIT ADMINISTRATOR

City of Midlothian
104 W. Avenue E
Midlothian, Texas 76065

MAILBOX PERMIT NUMBER _____

CITY OF MIDLOTHIAN MAILBOX PERMIT APPLICATION

1. Name of Applicant: _____

Mailing Address: _____

2. Address for Mailbox: _____
(if different than mailing address above)

3. Nature of Proposed Mailbox Installation (check and complete as appropriate):

() Residential () Non-residential

() New () Replacement

For non-residential, _____
(Name of Business)

4. Description of Proposed Mailbox Construction (check and complete as appropriate):

() Standard (post and lightweight box) () Custom-built (masonry, heavy gauge metal, etc.)

*Refer to attached Figure 1

*Refer to attached Figure 2

For standard: _____
(specify materials to be used)

For custom-built: _____
(specify materials to be used)

NOTIFICATION:

By my signature below,

I have reviewed and acknowledge the City's *Requirements for the Placement of Mailboxes Within Public Rights-of-Way*.

Signature _____ Date _____

Applicant email _____ Phone _____

**** Applicant must provide a copy of the property survey, plat or other legal description ****

For City Use Only:

Roadway classification: ☐ local ☐ minor collector ☐ major collector
 ☐ minor arterial ☐ major arterial ☐ State facility
Has the required information been submitted? ☐ yes ☐ no
Type of mailbox requested: ☐ standard ☐ custom-built
Type of mailbox permitted: ☐ standard ☐ custom-built

☐ Permit Application Approved and Permit Issued
☐ Permit Application Rejected
☐ Additional Information Needed

(specify information)

Mailbox Permit Administrator _____ Date _____

Mailbox Type Approved: ☐ standard ☐ custom-built

Comments: _____

THIS PERMIT IS VALID FOR SIX (6) MONTHS FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED WITHIN THIS TIME FRAME