

Curbside Mailboxes

Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own mailbox or buy a custom-made one, it must meet the PMG standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

To get drawings and measurements for building your own mailbox, write to US Postal Service Engineering.

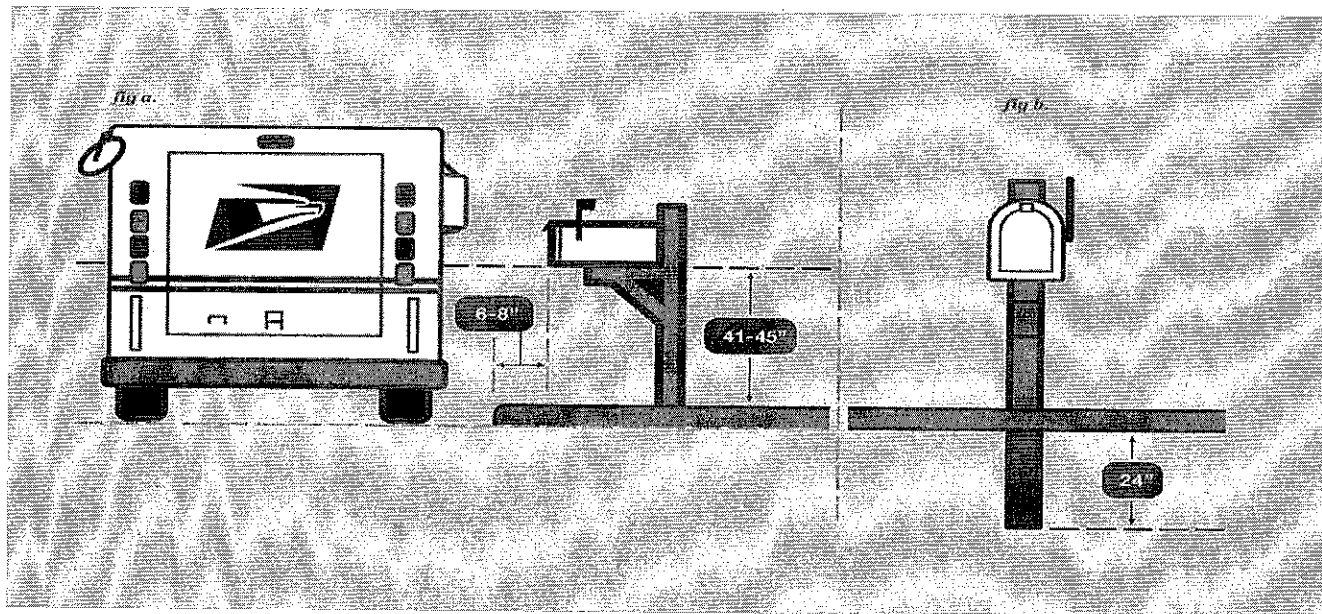
Want to buy a mailbox big enough for packages? See Next Generation Mailboxes.

Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

Where to Place the Mailbox



Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



BOROUGH OF ALBURTIS

Lehigh County, Pennsylvania

APPLICATION FOR A ZONING, BUILDING, ALTERATION, OR USE PERMIT

Application is hereby made for a permit for construction as indicated below and which shall be located as shown on the three (3) copies of the plot plan submitted herewith and/or to use the premises for the purposes herein described. Applicant agrees that such work will comply with all the provisions of the Zoning Ordinance, Building Code, with all deed restrictions and all other applicable ordinances of the Borough of Alburtis.

A. This Application is for:

- | | |
|---|---|
| ☐ New Building | ☐ Shed |
| ☐ Exterior Alteration | ☐ Pool (Inground/Above) |
| ☐ Interior Alteration | ☐ Deck |
| ☐ Home Occupation | ☐ Tanks (Inground/Above) |
| ☐ Addition to Building | ☐ Trailer (Temp. Const.) |
| ☐ Accessory Building | ☐ Mobile Home |
| ☐ Temporary Building | ☐ Stove (Wood/Coal) |
| ☐ Change of Use | ☐ Razing |
| ☐ Sign | ☐ Misc. _____ |
| ☐ Fence | |

B. Proposed Use:

- ☐ One Family Dwelling
☐ Two Family Dwelling
☐ Multi Family Dwelling
☐ Accessory Use
☐ Private Garage
☐ Other

C. Location of Property:

House Number _____

Street Name _____

Proposed use of building and/or Land _____

D. Lot and Building Dimensions and Areas:

Lot Width _____ ft	Lot Depth _____ ft	Lot Area _____ ft
Building Width _____ ft	Building Depth _____ ft	Area of Main Bldg. _____ ft
Right Side Yard _____ ft	Front Yard _____ ft	Area of Access. Bldg. _____ ft
Left Side Yard _____ ft	Rear Yard _____ ft	Total Lot Coverage _____ ft

E. Character of Building/Addition:

Type of Construction _____ Basement ☐ Yes ☐ No
(Frame, Brick, etc.)
Square Feet of Floor Space Construction _____ Type of Garage (i.e. Attached, Detached, etc.) _____
Number of Stories _____ Height _____ ft Number of Rooms _____ Number of Bedrooms _____

F. General Information:

Number of Existing Bldgs. on Lot (if any) _____
Garage Set Backs (If Detached) Front _____ Rear _____ Right Side _____ Left Side _____
Type of Water Supply _____ Type of Sewage Disposal _____
Estimated Cost of Construction _____ Starting Date _____ Est. Completion Date _____

G. Identification:

Owner _____	Address _____	Phone _____
Applicant _____	Address _____	Phone _____
Contractor _____	Address _____	Phone _____

Date _____ Signature of Applicant _____

Permit Issued By _____ Title _____

Permit Fee \$ _____

DEPARTMENTAL APPROVAL

FOR OFFICE USE ONLY

► A Certificate of Occupancy is required.

	Yes	No	N/A
ZONING			
Use	☐	☐	☐
Set Backs	☐	☐	☐

PLUMBING			
Sewerage	☐	☐	☐
Water	☐	☐	☐
Fixtures	☐	☐	☐

BUILDING			
Construction Plans	☐	☐	☐

Reviewed By _____

Reviewed By _____

Reviewed By _____

Reviewed By _____

Permit issued subject to the following conditions: _____

ZONING HEARING BOARD

Appeal Number _____

Approval Date _____

Conditions ☐ Yes ☐ No

Fees _____

Zoning Permit Fee \$ _____ Date _____

All structures built must comply with PA Act 222

PERMIT EXPIRATION: 6 Months to Start - 2½ Yrs. to Complete



BOROUGH OF ALBURTIS

PLOT PLAN

PROPERTY ADDRESS _____

PROPERTY OWNER _____



Outline the shape of the building lot, show dimensions, and locate north point. Outline building to be constructed, designate any other building on the same plot, show dimensions, show set back of front yard, rear yard, side yards, and driveway.