



Community Mailbox Box Site Design and Location (Urban)

June 2015



CMB Siting – Site Design Considerations



In addition to local bylaws and Siting Guidelines developed in compliance with AASHTO's Roadside Design Guide and apply the Clear Zone concept, the following are also taken into account when designing a CMB site:

- **Property ownership:** Property ownership for CMB sites can be on municipal easements or private property (with permission and a licence).
- **Distance:** requires a balance of customer convenience and operational efficiency, as well as flexibility of the site configuration and location.
- **Accessibility:** CMB site locations are barrier-free and accessible.
- **Convenience:** The home beside a CMB site must receive mail in that site.
- There are no Postal Code changes.

CMB Siting – Location Selection



When CPC begins the siting process, there are certain locations that are preferred and certain locations that are avoided:

Preferred	Avoid
Along the side of corner lots	In front of schools, school loading zones and crosswalks
At or near parks or other public spaces	Along the front of a house
Where walkways and sidewalks are present	In a cul-de-sac, unless the CMB site only serves that cul-de-sac
Proximity to existing street lighting	In areas where snow removal will be an issue or where clearance at the CMB will be a problem
Where Canada Post already has street furniture at or near the location	

IMPORTANT: We make every effort to ensure that all CMB sites are reviewed by the City Planning department and municipal officials.