



MAILBOX/NEWSPAPER RECEPTACLE GUIDELINES

OBJECTIVE/GOAL:

To provide homeowners with guidelines for the replacement or relocation of mailboxes or the installation of newspaper receptacles.

GUIDELINE DETAILS:

- **Detached houses –**

Mailboxes should maintain a simplicity of design. In communities with developer installed curbside mailboxes and posts, when a replacement is necessary, or if a newspaper receptacle is needed, mailboxes and posts must meet the approved design standard (copy attached).

Mailboxes should not be in the shape of objects such as houses, animals, etc.

The recommended material for mailboxes is metal and recommended color is black; however, alternate colors and patterned boxes will be considered on an individual basis provided the required shape is retained.

If a mailbox larger than the original box size (6 ½" x 18") is needed, the Architectural Review Board will review each on an individual basis.

In a community where there is a developer installed standard mailbox and pole design and color that cannot be changed, no alternate mailbox design or color will be permitted.

- **Townhouses –**

Curbside mail service is not permitted in townhouse communities where there is door delivery or cluster boxes. No mailbox on a post will be allowed.

Mailboxes attached to the front entrance wall must be black or brass in color and the rectangular box design must be retained. Mailboxes placed on the exterior of a high fence which encloses a townhouse yard must be black in color and the rectangular box design (copy attached).

APPLICATION CHECKLIST (items to include with your application):

- PIR (Property Improvement Request) form must be completed and signed by the owner.
- A catalog, photograph or drawing of the proposed mailbox or newspaper receptacle.
- Information on the size and color of the mailbox or newspaper receptacle.
- Location of the mailbox or newspaper receptacle.

Questions: Call Architectural Standards (301) 948-0110
