



# MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

## MAILBOX/NEWSPAPER RECEPTACLE CRITERIA

Many communities in Montgomery Village have criteria regarding mailbox size, style, color, and location. Homeowners should refer to their community criteria first. For communities where there are no criteria, or the criteria does not address the modification the homeowner wishes to make, the below Village-wide criteria apply.

- **Detached houses**  
Mailboxes should maintain design simplicity and should generally follow the attached mailbox design drawing. The preferred color for mailboxes is black, but other solid, dark, and neutral colors will be considered. Bright colors and patterns on mailboxes, and mailboxes that are in the shape of something other than a mailbox will not be permitted.
- **Townhouses**  
In townhouse communities that have door delivery or cluster boxes, no mailboxes on a post will be allowed. Mailboxes attached to the front entrance wall must be black or brass in color and in a rectangular box design.

**Questions: Call or e-mail Architectural Standards at (240)-243-2364 or [archadmin@mvf.org](mailto:archadmin@mvf.org)**

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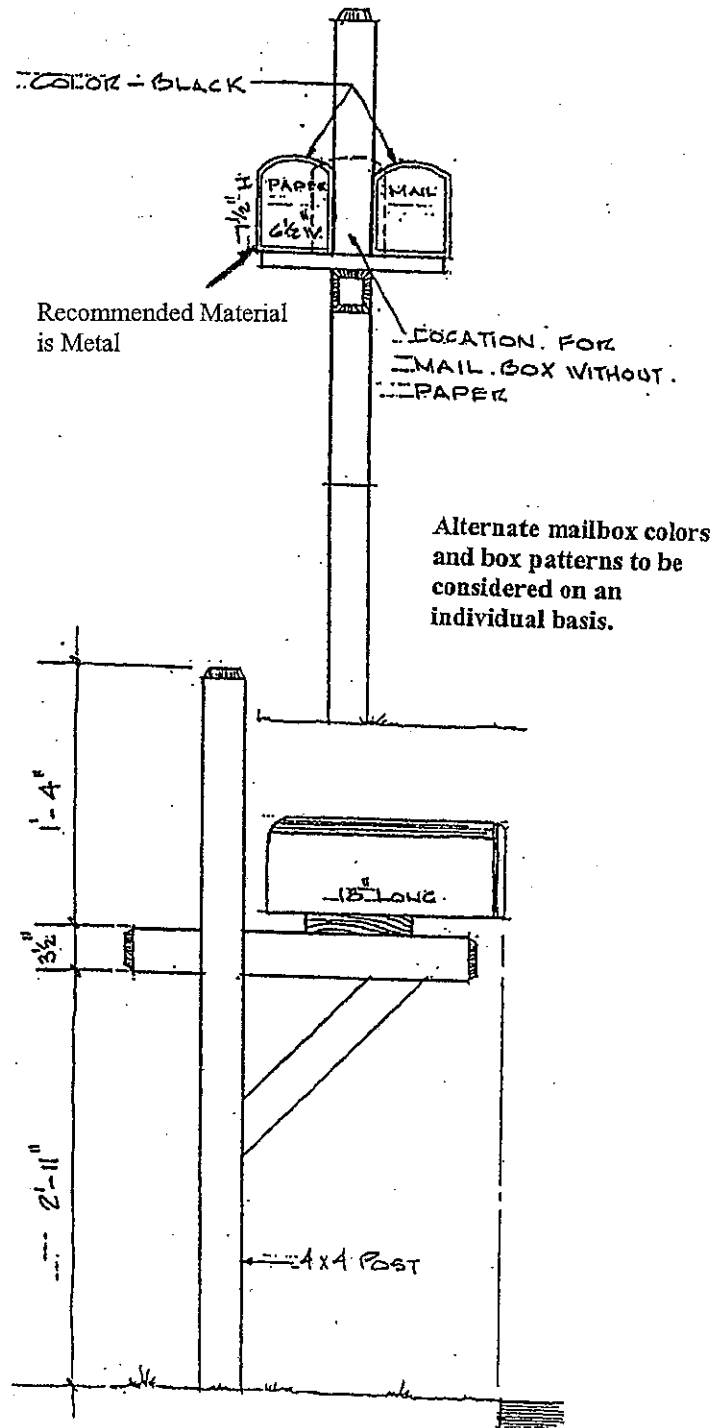
All Architectural Standards information including community criteria is available on [www.montgomeryvillage.com](http://www.montgomeryvillage.com). Property Improvement Request applications are available at [www.montgomeryvillage.com/pir](http://www.montgomeryvillage.com/pir). Approved by the MVF Board of Directors 4/23/2020.

## GUIDELINES FOR MAILBOXES SINGLE FAMILY, DETACHED HOME COMMUNITIES

There is a standard design for mailboxes located at the street in the single family, detached homes. For most developments, the mailboxes were installed by the developer. These boxes have usually been black boxes on a black metal pole. As an alternative, homeowners can use the wooden post with the black mailbox or add an additional box for the newspaper as shown in the sketch.

The following guidelines have been established to maintain consistency for mailboxes:

1. The standard mailbox shape must be maintained in the single family, detached home communities. Mailboxes should not be in shapes of objects such as houses, animals, etc. The recommended material for mailboxes is metal and the recommended color is black; however, alternate colors and patterned boxes will be considered on an individual basis. A property improvement request should be submitted to the Architectural Review Board for approval prior to purchase and installation. If a mailbox larger than the original box size (6 1/2" x 18") is installed, the new box must maintain the original shape and must be painted "black" in color.
2. The mailbox pole must be black metal or wood. The wood pole is to be natural in color or may be painted a color approved by the Architectural Review Board (ARB).
3. In The Points community in Northgate Homes Corporation, contemporary style mailboxes and poles in alternate colors will be considered on an individual basis. The Gablefield community in East Village Homes Corporation a standard mailbox and pole design and color that cannot be changed.



Approved as Revised - MVF Board of Directors  
10/24/02  
Revised 2003