



City of SeaTac Mailbox Replacement Program

The City of SeaTac has a strong interest in reducing mail theft within our community. The Neighborhood Locking Mailbox Program is intended to help accomplish this goal by making our property owners aware of the value of locking mailboxes for deterring theft and by helping to minimize the cost and burden associated with purchasing and installing them.

Who can participate?

Owners of single family residential units, including duplexes and triplexes as well as business property owners having individual mailboxes, are eligible to participate in the program. Tenants may also participate with written permission from their landlord (this is necessary because the mailbox is owned by the property owner). Limit: One mailbox per addressed residence or business within the City of SeaTac.

If your home is a new construction home, you must have written permission from the post office for the city to install your new mailbox in a location that they approve. Request the post office to show the location on a map or send written details of the approved location. They can provide a letter you bring back to the city or they can email the city at Kbattis@seatacwa.gov.

We cannot by law touch another homeowner's mailbox without written permission. It may be necessary for you to get written permissions from a neighbor, when permission is needed to move their box to a new platform, or adjust their location on a stand.

What are the Program Details?

Property owners sign up for the program by reviewing and completing the program application (available on the City website: <http://www.seatacwa.gov> or at the Reception Desk, Third Floor, City Hall) and submitting and paying for a new locking mailbox at the time of application. The Mail Boss 7500 Mail Manager Pro has been selected for the program based on durability, security, product warranty, and price. The boxes will cost residents \$120 each, which is significantly lower than the retail cost of \$169. For those property owners that have incomes below 50% of the median (based on the latest HUD Income Guidelines) the cost of the mailbox will be \$60. Applicants requesting this assistance are required to fill out the mailbox assistance application (Attachment 2) and provide the appropriate supporting documentation. Black is the only mailbox color available from the City.



Mail Boss 7500 Mail Manager Pro

In addition to providing participants with the opportunity to purchase a high quality locking mailbox at bulk-rate pricing, the program also provides free standard installation. New mailboxes will be installed at the same location as the mailbox being replaced provided it meets current standards. Standard installations include the following:

- 1 Removal & Replacement of an existing single mailbox and stand (if needed):** A new mailbox will be installed on a new wooden mailbox stand if needed at the same location as the mailbox being removed. Removal and disposal of the old mailbox and stand is included.
- 2 Removal & Replacement of an existing mailbox only:** The existing mailbox will be removed and disposed of and the existing stand used for the new mailbox in the same location provided that it allows for attachment of the quick mounting bracket without significant modification. If the mailbox is located within a cluster of mailboxes, there must be a minimum of 12 inches of width to allow for installation. In cases where the minimum width is not available, the owner will be responsible for coordinating with their neighbors to relocate surrounding mailboxes to provide the minimum installation width before installation can proceed.

The program application outlines the installation services offered by the City and provides a checklist to determine if a particular installation is eligible for free installation. Participants are responsible for installing their own mailboxes in cases that fail to qualify for free installation. Participants may also elect to self-install their new mailbox but must agree to meet the minimum installation guidelines outlined in the program application and as required by the Postal Service.

Upon installation, whether self-installed or installed by the City, the mailbox and related support structure become the complete responsibility of the property owner. The City will not replace damaged or stolen mailboxes. The program is open to all SeaTac property owners and authorized tenants on a first come first served basis.

Who Can I Contact for Questions?

For questions regarding the program or assistance with filling out the attached application, please contact Public Works at (206) 973-4820.

Mailbox Replacement Program Application

To be turned in to Finance Department

Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Address (in SeaTac) where Mailbox will be installed (if different than mailing address):

Registered Property Owner within SeaTac	Yes	No
Tenant living within SeaTac (<i>Provide letter of owner authorization</i>)	Yes	No
Income based assistance requested (<i>Assistance Application Required</i>)	Yes	No
Do you currently have a locking mailbox?	Yes	No
Is this a new-construction single family home?	Yes	No

(If your home is a new construction home, you must have written permission from the post office for the city to install your new mailbox in a location that they approve. Request the post office to show the location on a map or send written details of the approved location. They can provide a letter to bring back to the city or they can email the city at Kbattis@seatacwa.gov.

We cannot by law touch another homeowner's mailbox without written permission. It may be necessary for you get permission from a neighbor, when permission is needed to move their box to a new platform or adjust their location on a stand.

NOTE: Once you self-install or the City installs your new mail box, it becomes the sole property of the home owner. The City will not replace damaged or stolen mailboxes.

Installation Options:

_____(Init.) **Self-Installation** (*A mailbox will be provided upon receipt of a complete application and payment. By signing this application, participants both acknowledge the receipt of a mailbox and agree to follow the Installation Guidelines provided as part of this application (Attachment 2). Questions concerning the installation of the mailbox may be directed to Public Works at (206) 973-4720 or to your local Post Office. The City will perform an inspection to confirm proper installation.*

_____ (Init.) **Program Installation** (*Free installation applies only to the scenarios described below. Please circle the desired installation. If your installation does not fit within one of the three descriptions below, you will need to self-install; see self-installation instructions above.*

- 1 Removal & Replacement of an existing single mailbox and stand (if needed):** *A new mailbox will be installed on a new wooden mailbox stand at the same location as the mailbox being removed. Removal and disposal of the old mailbox and stand is included.*
- 2 Removal & Replacement of an existing mailbox only:** *The existing mailbox will be removed and disposed of and the existing post used for the new mailbox, provided that it allows for attachment of the quick mounting bracket without significant modification. If the mailbox is located within a cluster of mailboxes, there must be a minimum of 12 inches of width to allow for installation. In cases where the minimum width is not available, the participant will be responsible for coordinating with their neighbors to relocate surrounding mailboxes to provide the minimum installation width before installation can proceed.*
- 3 New installation where a box never was** (*new construction homes only*).

_____ (Init.) *By requesting installation, should you have an existing mailbox that needs to be removed, you are consenting to allow the contractor to remove any mail that may be present at the time of the installation, and either deliver it to you in person upon completion of the installation along with the keys to the new box, or to deliver the mail and keys to the City (Finance Department) for safe keeping until they are picked up. The Acknowledgement of Receipt (Attachment 1) must be filled out by the participant at the time the installation is complete and returned to the contractor, or filled out at the time the keys and residual mail are picked up from the City.*

.

Attachment 1

Acknowledgement of Receipt

(To be completed and returned to the City (Finance Department) upon completion of the Installation)

I _____, hereby acknowledge that I have been provided the keys (3 total) for my newly installed locking mailbox located at _____, as well as all residual mail (if any) contained in my old mailbox (circle one):

At the time of the installation

Or

Upon pickup at City Hall. **Please phone 206-973-4820**

Signature of participant/resident

Date

Attachment 2

Mailbox Installation Guidelines (Self Installation)

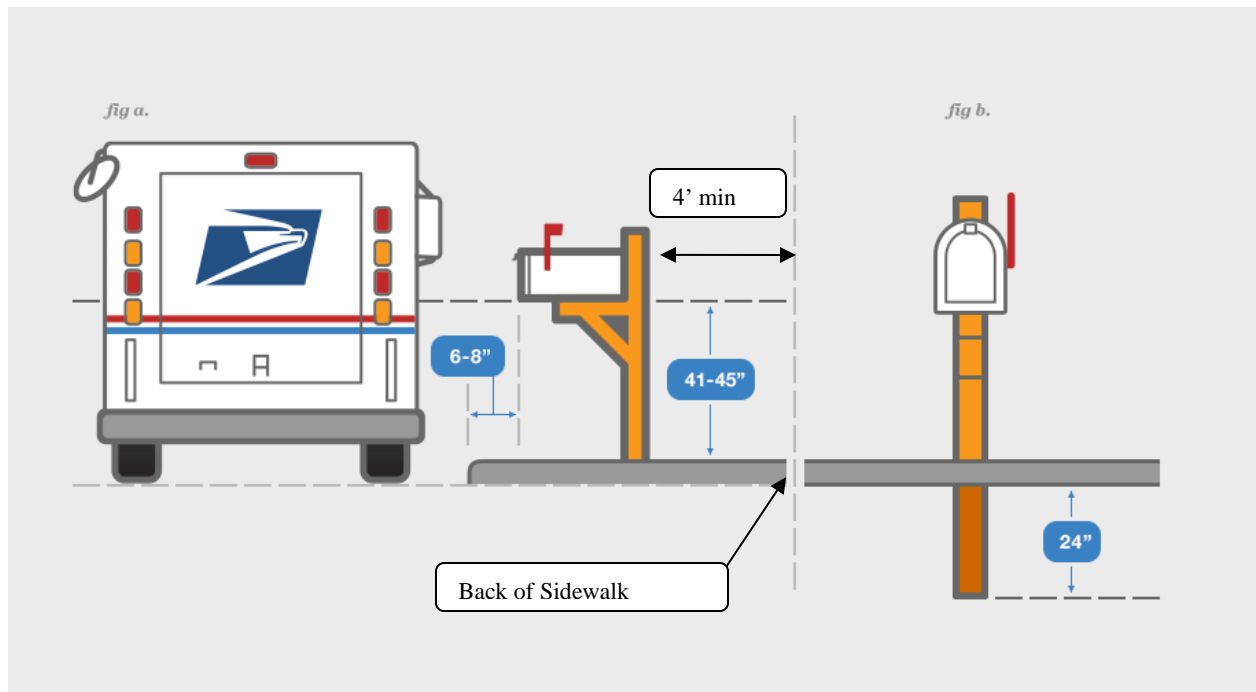


Figure 1 – Standard Mailbox Installation

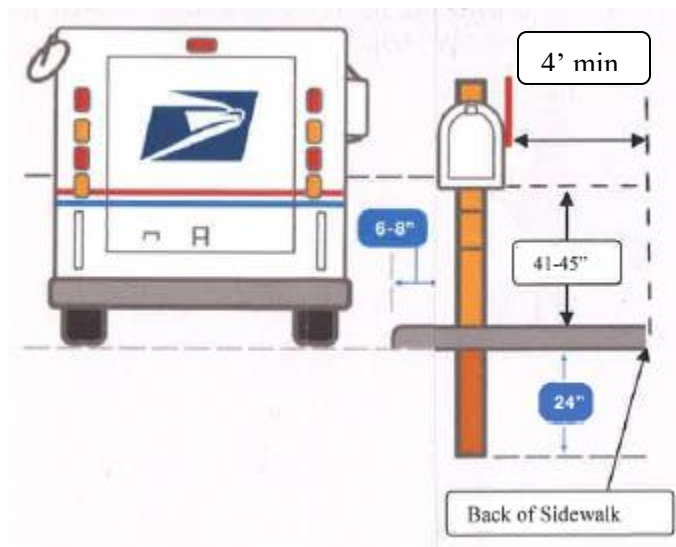


Figure 2 – Parallel Mailbox Installation

Positioning your Mailbox

- Position your mailbox 41" to 45" from the ground surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the face of the curb. If you do not have a raised curb, contact your local postmaster for guidance on where to locate for post.
- If located in a sidewalk, there must be at least 4' of clear space for walking/accessibility between the back of the mailbox and the edge of the sidewalk. In some cases, it may require that the mailbox is oriented as shown in Figure 2.
- Install your house or apartment number on the mailbox.

Installing the Post

- Mailbox posts should be 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.
- All new direct bury posts require that you call before you dig (Call 811) to be sure that you will not damage buried utilities that are in the ROW. This is a no cost service.
- If you are replacing an existing wooden post that is in existing sidewalk, typically the post is embedded in pea-gravel within a metal tube that is just below the finished concrete surface. The concrete at the base of the post can be broken out using a hammer, the post removed and replaced and the concrete cap re-installed.
- 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.