

Cluster-Style Mailbox Kiosk and Address Posts

Prior to establishing or extending mail delivery service, builders and developers are now required to consult with the United States Postal Service (USPS) to determine the mode of delivery for the area.

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Should the USPS required cluster-style mailbox kiosk, the following standards are required per the Fulton County Zoning Resolution (Articles 3 and 34) for the mail box kiosk and address post. Please note that you will need to USPS approval of your kiosk location as well as approval from Fulton County for compliance with Articles 3 and 34. A building permit is required for the mailbox kiosk.

Article 3. DEFINITIONS

Address Post. An upright post fixed securely in the ground bearing the physical address of the personal property as assigned per the Fulton County Uniform Addressing Ordinance. All address posts shall comply with the standards for location, installation and aesthetic as detailed in Article 34 of the Fulton County Zoning Resolution.

Cluster-style Mailbox. A style whereby mailboxes, meeting the specifications of the United States Postal Service (USPS) with the inscription plainly legible “U.S. MAIL” and “APPROVED BY THE POSTMASTER GENERAL” are assembled and grouped together on a single area of land so that they are regarded as one unit. Cluster-style mailboxes must be manufactured cluster-style mailboxes approved by both the County and the USPS.

Cluster-style Mailbox Kiosk. Cluster-style mailbox units built into a larger structure exhibiting the architectural style and building materials typical of the neighborhood/development

ARTICLE 34

34.5.16 Cluster Mailboxes

- A. Applicable Districts:
1. All residential districts or districts with residential components when developed with residential units.

2. Non-residential districts and interior building cluster mailboxes are exempt from the design and location standards of this section.
3. Procedural Standards are applicable to all cluster mailbox installations.

B. Procedural Standards

1. Prior to the submission of the preliminary plat, approval of the United States Postal Service (USPS) must be obtained and attached with the plat.
2. Where a final plat is recorded with a performance bond, the surety shall cover the cluster-style mailbox kiosk and the installation shall occur prior to any certificate of occupancy being issued for a residential structure shown on the plat.
3. Cluster-style mailbox kiosks shall be installed prior to the issuance of a Certificate of Occupancy for any residential structure that will be served by a cluster-style mailbox.
4. The cost of installation, including but not limited to box units, architectural elements, landscaping, concrete pad and concrete/masonry or stone sidewalk access, shall be borne by the developer.
5. Maintenance of the cluster-style mailbox kiosk, landscaping, trash can and surrounding areas shall be borne by the home owners association (HOA) of the neighborhood/development. Where no HOA exists, maintenance and associated costs shall be the responsibility of the homeowners served by the cluster mailbox kiosk.
6. Cluster-style mailbox kiosks shall be exempt from the setback requirements of the zoning district; however all structures shall require a separate building permit and must meet or exceed all applicable building code.

C. Design Standards

1. All cluster-style mailbox units shall be incorporated into a cluster-style mailbox kiosk unless the cluster-style mailbox units are located interior to a building or as may be approved by the Director.
2. Cluster-style mailbox kiosks shall be compatible with other streetscape elements and be architecturally enhanced with building materials and details typical of the architectural style of the neighborhood/development.
 - a. Cluster-style mailbox kiosks shall be located away from any location where, by reason of the position, shape or color, it may

interfere with, or obstruct the view of or be confused with any authorized traffic control device.

- b. Provide a 4-foot wide impervious surface parallel to the kiosk and a roof overhang for a weather free standing location wherever the individual mailboxes are to be accessed.
 - c. Provide landscaping consistent with the landscape theme of the neighborhood/development.
 - d. Provide a trash receptacle at each clustered mailbox location.
 - e. Provide lighting.
3. Cluster-style mailbox kiosks shall have a base of a width not less than the width of the cluster mailbox structure itself.
 4. Cluster-style mailbox kiosks shall have a minimum 4-foot wide concrete/masonry or stone access from the street and/or sidewalk.
 5. Cluster-style mailbox kiosks shall provide access compliant with the Americans with Disability Act (ADA).
 6. Cluster-style mailbox kiosks shall provide a paved area with ingress/egress to allow vehicles to pull off, park and re-enter the roadway safely while retrieving mail.
 7. Cluster-style mailbox kiosks shall be located in areas that will best allow for vehicle parking. Parking layout is to be designed in a manor so as to not create pedestrian safety or vehicle safety issues as determined by the Fulton County Traffic Engineer.
 8. Minimum required parking shall be required as follows:

Cluster-style Mailbox Kiosk Off-street Parking Requirement		
Activity	Number of Spaces Required	
	Number of Mailboxes	Parking Spaces Required
Cluster-style Mailbox	0-20	0
	21-60	2
	61-80	3
	81-100	4
	101 or more	4 plus 1 per each additional 50 mailboxes or portion thereof above 100

9. Access drives and parking areas shall be constructed to Fulton County road standards or as approved by the Director of the Department.

D. Location Standards

1. The location of the cluster-style mailbox is to be approved by the County and by the USPS.
2. Cluster-style mailbox kiosks shall be prohibited from being located within the public right-of-way.
3. Clustered mailboxes shall be placed so as to not adversely affect the privacy of residents.
4. Cluster-style mailbox kiosks shall not be installed within a cul-de-sac bulb.
5. Cluster-style mailbox kiosks shall be located away from the intersection of any street and in no case closer than 75 feet measured from the street centerline in order to prevent obstruction of free and clear vision.
6. Clustered mailboxes shall be centrally located, offering easy pedestrian access to all residents. Cluster-style mailbox kiosks shall be located no more than 1/4 mile from the property line of those residents served by the Cluster-style mailbox kiosk. Distance shall be measure as a radius drawn from the cluster-style mailbox kiosk.
7. No driveway or street access shall be constructed within 5 feet of a Cluster-style mailbox kiosk and vice versa.

E. Address Post

1. Each residential one- or two-family dwelling shall have its address number posted on a mailbox or addressing post located at or near the main entrance or vehicle access point to the property.
2. The address post shall not exceed 6 inches by 6 inches in dimension.
3. One-third of the total length of the address post shall be buried in the ground and the address post shall be secured in the ground i.e. surrounded by concrete.
4. Such address numbers shall have a minimum stroke height of three inches and shall be a color that contrasts with the surrounding surface so as to be readily identifiable.
5. Such numbers shall have a minimum 1/2 inch between numbers.
6. Address numbers shall not be placed within 18" of the ground.

7. Address numbers must be clearly visible on both sides of the post, and shall face the direction of traffic.
8. The post shall not be obstructed from view by any means.
9. The property owner shall have the responsibility of ensuring compliance with the requirements of this section, regardless of whether the premises are leased or owner-occupied.

The following diagram has been provided as reference for acceptable and unacceptable installation, of the address posts and address numbers.

