



CITY MAILBOX APPLICATION

Please read the Idaho City, City Limits Mailbox Policy on the back of this application.

Name: _____ Application Date: _____

Address: _____

Phone: _____ Email: _____

Address/location of requested new mailbox: _____

In the box below please draw a map of the proposed location. (if additional space is needed please attach a separate page or picture)

Check all that apply:

- Will the installed box be in an area inside the owner's property (not in the City ROW) without obstructing any City ROW, easements, or maintenance activities?
- Will the installed box be co-located on an already existing mailbox post that is recognized by the Public Works Department.

Existing mailboxes located and accessed by USPS delivery vehicles on City streets and ROWs are allowed, provided they do not create a snow plowing or safety issue. If the location of an existing mailbox is deemed to be a safety issue or creates an undue burden on the City's snow plowing activities, that existing mailbox may be required to be removed from the City's ROW.

Requests for mailboxes to be located on Private streets or public streets that are outside the City limits need to be approved by the HOA or other entity (i.e., Boise County) that has management control over the street in addition to the USPS IDAHO CITY Postmaster.

Applications must be approved by the City Clerk, Public Works, and the USPS Postmaster

Applicant Signature _____

_____ Approval Disapproval Date: _____

City Clerk / Treasurer

_____ Approval Disapproval Date: _____

Public Works

_____ Approval Disapproval Date: _____

Idaho City USPS Postmaster

IDAHO CITY, CITY LIMITS MAILBOX POLICY

The City does NOT allow NEW mailboxes to be installed within City maintained public rights-of way (ROW), because it is impractical for property owners to keep mailboxes clear of snow during the winter plow season when City plow operations are occurring 24/7. Mailboxes inevitably get damaged by snow plowing activities (either by the City or private contractors). These issues result in the USPS being unable to deliver mail in a timely, consistent manner.

Exceptions:

1. If a property owner/mail customer can install the mailbox in:
 - a. an area inside the owner's property (not in the City ROW) without obstructing any City ROW, easements, or maintenance activities, and
 - b. does not require the delivery vehicle to access the mailbox via the roadside of a City Street, and
 - c. gets approval from the USPS IDAHO CITY Postmaster confirming that they will deliver to this mailbox located on private property, then that is acceptable.

(Example: condominium HOA installs a group mailbox within the complex's parking lot or private driveway)

2. Existing mailboxes located and accessed by USPS delivery vehicles on City streets and ROWs are allowed, provided they do not create a snow plowing or safety issue. If the location of an existing mailbox is deemed to be a safety issue or creates an undue burden on the City's snow plowing activities, that existing mailbox may be required to be removed from the City's ROW.
3. A new mailbox that is proposed to be co-located on an already existing mailbox post that is recognized by the Public Works Department.
4. Requests for mailboxes to be located on Private streets or public streets that are outside the City limits need to be approved by the HOA or other entity (i.e., Boise County) that has management control over the street in addition to the USPS IDAHO CITY Postmaster.

Any citizen who would like to inquire about an existing mailbox located on City streets/ROWs within Idaho City city limits is encouraged to contact:

Idaho City Clerk

Nancy Ptak
(208)392-4584

idahocityclerk@cityofic.org

Public Works Director

Tami Claus
(208)392-4584

idahocitypublicworks@cityofic.org

USPS Idaho City Postmaster

Michelle Audette
(208)392-4512

michelle.y.audette@usps.gov