

Sunset Ridge North Association

MAILBOX NUMBERING, PLACEMENT, AND APPEARANCE

Addendum to ARB Guideline 13: Mailboxes

Revision 1.01, April 2012

Background

Upon construction of single family homes in Sunset Ridge North, the builder installs a street side, or alley side in the case of homes having alleyways behind them, mailbox in accordance with the requirements of the community. These requirements were established by the developer as a part of the Architectural Guidelines (Item 13 See www.sunsetridgenorthhoa.org, Documents) and remain in effect provide for uniform and attractive mailboxes.

The house number is displayed on the mailbox installed for each home. Consistent size, shape, and color of mailboxes and of the lettering forming the house numbers on the mailboxes are important in providing easy and safe way finding in the community by neighbors, visitors and emergency vehicles. The Holly Springs Fire-Rescue Department has previously reported that inconsistent mailbox numbering has caused a loss in valuable time in emergency response due to misdirection.

This addendum is intended to provide an unambiguous guideline for maintaining appropriate appearance of mailboxes, including easily readable and properly sequenced mailbox numbers on the streets of Sunset Ridge North.

Scope

This guideline addendum pertains to all individual mailboxes that are mounted on posts along the streets and alleyways of Sunset Ridge North.

Guidelines

1. Location

Each mailbox should be located adjacent the curb of the street generally in front of the home associated with the mailbox.

Houses located on corner properties should have their mailboxes located on the street on which the house is addressed, not the crossing street. This is important as it maintains a continuous sequence of house numbering that enables quick and reliable way finding in the community, particularly for emergency services.

Unless already installed elsewhere by the builder, wherever possible mailboxes located at the end of a driveway should be located on the right side of the driveway (as seen from the street) to allow proper access by the postal services.

EXCEPTION: Alley homes are required to have their mailboxes located on the alley rather than on the street faced by the homes.

2. *Appearance*

- a. Each mailbox should be consistent with the US Postal Service Domestic Mail Manual and with the standards established by the community developer. The standard mailbox approximate size and shape is shown below:



- b. Each mailbox should be **black** in color, with a **matt or satin surface finish** to ensure that the lettering is clear and distinct in all lighting conditions.
- c. Each mailbox should be mounted on a metal post of the design shown below:



3. *Lettering*

Only the street number should be displayed on the mailbox. That street number shall be displayed on the lower rear portion of the flag side and centered on the opposite side as shown below:



The numbers should be in the form:

- **2½” tall**
- **Helvetica font,**
- **Reflective gold** in color.

The numbers should be of a decal or appliqué type rather than metallic placards.

4. *Decorations*

No decorations, banners, flags or the like should be attached to or positioned adjacent any mailbox in a manner that obscures or conceals the numbers on the box.

EXCEPTION: Seasonal decorative covers may be used for short periods of time generally recognized as the season. When such seasonal decorative covers conceal the numbers on a mailbox, temporary numbers in a clear and readable font and color should be placed on the seasonal decorative cover so as to be easily readable from either side of the mailbox.

5. *Adjacent Landscaping*

Shrubbery and other plantings should be positioned or trimmed so as not to limit visibility of the mailbox from the street.

6. *Repair and Replacement*

Replacement mailboxes or parts should comply with the standards herein articulated. While purchasing from a particular source is not required, for convenience the following source can provide mailboxes, posts, and numbering appliques compliant with Sunset Ridge North standards as outlined herein.

Post & Pickets, Ltd. 215 Tryon Road Raleigh, NC 27603 **919-772-7170**
info@morethanamailbox.com, <http://www.morethanamailbox.com/>