POSTMASTER
HASTINGS POST OFFICE
CENTRAL PLAINS DISTRICT

UNITED STATES
POSTAL SERVICE

March 27, 2007

Homeowners / Business Owners / Contractors / Developers

SUBJECT: ***MAIL BOX TYPE AND LOCATION APPROVAL***

The U. S. Postal Service has certain requirements that must be followed before mail delivery can be established for new residential subdivisions, new construction of a residence within a previously existing subdivision and all new business construction including commercial developments. Mail delivery for any new location will not be established unless it is to a preapproved box type and location.

New Residential Subdivisions:

The approved type of delivery for all new residential subdivisions will be through the use of Central Delivery Box Units. These CBU's will be provided and installed by the developer in locations approved by the Hastings Postmaster. Other mail delivery box types must be preapproved.

Residential Construction in an existing subdivision:

The contractor or homeowner must contact the Hastings Post Office for approval of mail box type and location.

Business and Commercial developments:

The contractor, developer or business owner must contact the Hastings Post Office for approval of mail box type and location.

If you have questions please contact me the Hastings Post Office at (402) 463-3107 or using email at p68901@usps.gov.

Thank You,

Dana A. Ferguson
Postmaster

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