



## Mailbox Guidelines

Section 5-10-1 of the Town of Paradise Valley Municipal Code states that NO CONSTRUCTION is allowed in the Right of Way. The only exception is a single mailbox column limited to the following construction requirements:

1. **It shall not exceed 2' x 2' in size.**
2. **It shall not exceed 5' 4" in height.**
3. **If masonry, no rebar or grout is allowed in the hollow cells.**
4. **No lights are allowed on the mailbox column or in the Right of Way.**

Construction of a mailbox requires a building permit and approval of the United States Postal Service (USPS). A building permit application must be submitted to the Town of Paradise Valley along with two site plans showing the location of the mailbox. Two details shall also be provided showing the height, footing and dimensions. If you have any question regarding these requirements, please contact the Building Safety Department at 480 348-3692.

The USPS requires the front of the mailbox to be set back 6" to 8" from the back edge of the curb or the edge of the pavement, whichever is applicable.

