



The United States Postal Service has issued a Builder and Developer Information Packet for the use and installation of Cluster Box Units (CBUs). Delaware County recommends that local developers utilize that document to guide the installation of CBUs. The following information is intended to provide additional recommendations for CBU development in Delaware County.

Location Guidelines:

Cluster Box Units should be located outside the public right-of-way, within HOA-owned and managed property, if available. The Township and County will not be responsible for maintenance of any part of the CBU and concrete pad, or the clearing of snow or ice from adjacent curb, sidewalks, or nearby ADA ramps.

CBU Concrete Pads, either single or multiple unit, shall be constructed per the USPS Approved Specification, and per the Delaware County Engineer’s (DCEO) Design, Construction and Surveying Standards, current edition, including the current DCEO Supplemental Specifications.

Design Considerations:

- CBUs shall be included in the Township’s rezoning application to determine if they are acceptable in open spaces and how the open space requirement is calculated (if applicable);
- CBUs, including foundation, shall be included on the engineering plans for review and approval;
- CBUs shall not be located on arterial roadways;
- CBUs may be permitted on collector and local roadways, including cul-de-sacs, provided on or off-street parking is provided;
- CBUs shall not be installed on the same side of the street as fire hydrants;
- CBUs shall not be located on any part of a horizontal curve;
- CBUs shall be located at a minimum distance of 50 feet from any intersection stop bar;
- ADA ramps should only be located at intersections.

