

Standard Work Instruction of New Growth Submission Process:

Please include the following information when submitting approval for new growth and mailbox locations to Email address: SantaAnaNewGrowth@usps.gov.

*Site Map
Name of development
Major Cross Streets
Identify all entrance and exit points
Type of development
Total number of deliveries
Completion Date
Official Addressing
Identify as Gated Community
Proposed mailbox location
Proposed mailbox type (Must be USPS Approved)*

All information must be reviewed and given final approval by the Santa Ana District.

Delivery will not be established without mailbox approval.



Cluster Box Units



STD – 4C Mailboxes

You can also find the latest list of USPS-approved equipment and approved manufacturers at:

<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>