



Lake Forest Park

Locking Mailbox Program

The City of Lake Forest Park is very interested in reducing mail theft within our community. The Locking Mailbox Program is intended to further this goal by making our property owners aware of the value of locking mailboxes for deterring theft and by helping minimize the burdens of cost and installation of a locking mailbox.

Who can participate?

Property owners of single-family residential units (including duplexes and triplexes) are eligible to participate in the program. Tenants may also participate with written permission from their landlord (necessary as the mailbox will be owned by the property owner). Mailboxes are available on a first come first served basis and limited to one mailbox per addressed residence within the City of Lake Forest Park.

What are the Program Details?

Property owners may sign up for the program by submitting a completed application, including payment, to City Hall. Applications are available online at cityofflp.gov or in-person at City Hall. A mailbox will be reserved upon receipt of a complete application and payment. Once the city has received a significant number of applications, we will place a bulk order for mailboxes. Once we receive the mailboxes, you will be contacted to pick yours up.

What mailbox is being offered and how much will it cost?

The Mail Boss 7500 Mail Manager Pro in black (see pg. 3) has been selected for the program based on durability, security, product warranty, and price. The mailbox will cost \$121.44 (includes shipping & tax) which is significantly lower than the retail cost of \$160. Payments can be made in-person to City of LFP by cash, card*, or check (*additional service fee applies).

How much space do I need for the new mailbox?

The Mail Boss 7500 Mail Manager Pro is 21"D x 10.75"W x 11.25"H. If your mailbox is in a row of mailboxes, the manufacturer recommends a space of 14" between your neighboring mailboxes for installation.

For additional questions contact City Hall at 206-368-5440.

Installation Options

- 1) Self-installation according to USPS Installation Guidelines.
- 2) Contractor Installation. Hire your own private contractor to install your mailbox according to Installation Guidelines.
- 3) If you have no means of installing the mailbox, you may contact the LFP Rotary Club to request possible installation. **After you receive your mailbox**, call Darlene Zulauf at 206-769-5414. Mailboxes installed by Rotary are limited to placement on an existing 4x4 wood post, in good condition.



Mail Boss 7500 Mail Manager Pro in black

21"D x 10.75"W x 11.25"H (one size only)

<https://www.mailboss.com/wp-content/uploads/2020/01/Inst-MailBoss-27-Jun-2018.pdf>

Mailbox Installation Guidelines

Figure 1 – Standard Mailbox Installation

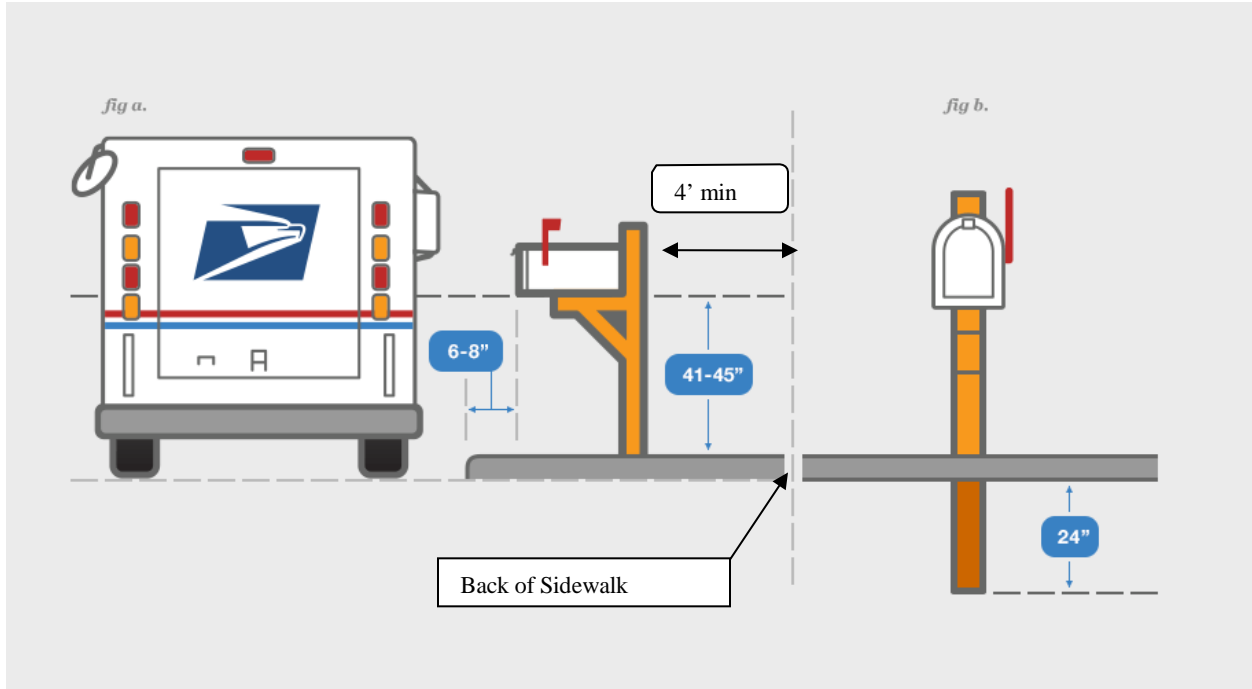
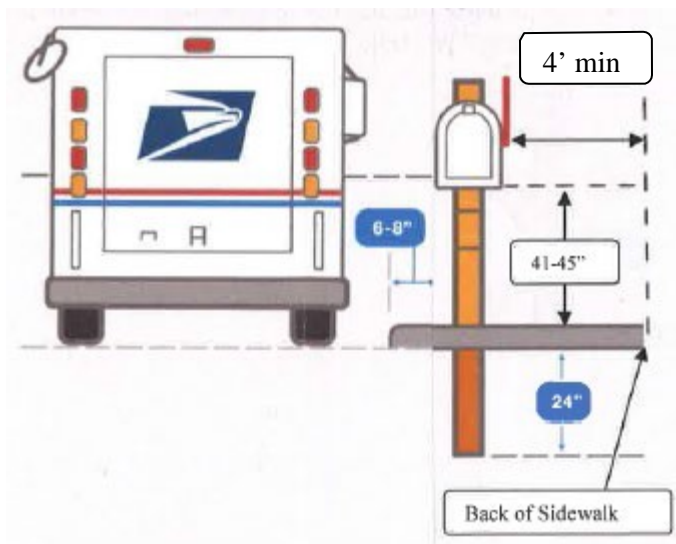


Figure 2 – Parallel Mailbox Installation



Positioning your Mailbox

- Position your mailbox 41" to 45" from the ground surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the face of the curb. If you do not have a raised curb, contact your local postmaster for guidance on where to locate for post.
- If located in a sidewalk, there must be at least 4' of clear space for walking/accessibility between the back of the mailbox and the edge of the sidewalk. In some cases, it may require that the mailbox is oriented as shown in Figure 2.
- Install your house or apartment number on the mailbox.

Installing the Post

- Mailbox posts should be stable but bend or fall away if a car hits them. The Federal Highway Administration recommends a 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- All new direct bury posts require that you call before you dig (Call 811) to be sure that you will not damage buried utilities that are in the ROW. This is a no cost service.
- If you are replacing an existing wooden post that is in existing sidewalk, typically the post is embedded in pea-gravel within a metal tube that is just below the finished concrete surface. The concrete at the base of the post can be broken out using a hammer, the post removed and replaced and the concrete cap re-installed.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



Locking Mailbox Application

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Lake Forest Park Address where Mailbox will be installed (*if different than mailing address*):

Property Owner in Lake Forest Park Yes No
Tenant in Lake Forest Park (need owner authorization letter) Yes No

CITY USE ONLY

	Date
Payment Received:	
Mailbox Order Date:	
Customer Picked up:	

By signing this application, participants acknowledge the receipt of a mailbox and agree to follow the Installation Guidelines provided as part of this application (Attachment 1). Questions concerning the installation of the mailbox may be directed to your local Post Office.

Signature: _____ Date: _____