

## Mailbox Standards

### MAILBOX STANDARDS:

**MAILBOX:** The standard mailbox is an Extra-Large Capacity Mailbox and can be purchased at Ace Hardware located at 3 North Ridge Drive, Hilton Head Island, SC 29926 and at most big box hardware stores. The color is black, and the dimensions are 14.75" H x 11.50" W x 24.50" D. The mailbox fits over the top edge of the communication box and is centered on the communication box. It attaches to the communication box with four  $\frac{3}{4}$ " exterior screws, two on either side.

**COMMUNICATION BOX:** The communication box is made up of a floor, two sides and a back. The material for all parts should be treated lumber. The dimensions of the floor is  $\frac{3}{4}$ "X16"L X 9  $\frac{1}{2}$ " W. Both sides will be  $\frac{3}{4}$ " X 16"L X 5  $\frac{1}{2}$ " W and the back will be  $\frac{3}{4}$ " X 9  $\frac{1}{2}$ "L X 3  $\frac{1}{2}$ " W. The floor, sides and back will be constructed using twelve and  $\frac{5}{8}$ " exterior screws. (five on each side and two on the bottom) Once finished, the completed box will attach to the post as described below. Note: when buying lumber, the board width is actually  $\frac{1}{4}$ " +/- less than the advertised.

**POST AND SUPPORTS:** The POA would prefer that a contractor is used to build the mailbox post and install it. If you are digging a hole you must call the free hotline for "Call Before You Dig" SC811 - **888 721 7877**. The post for the mailbox should be pressure treated wood 4x4" and 72" long. The mailbox post should be inserted into the ground approximately 29- 30 ", in order to achieve post stability and the correct mailbox height. When the mailbox post is placed in the ground, the floor of the metal mailbox **should be between 41-45" from the ground**. The two supports for the post and communication box assembly should be treated lumber and the dimensions 2" X 4" X 16" L and attached to the post using four 2  $\frac{1}{2}$ " exterior screws. When constructed, the supports should be centered perpendicular at the top on either side. The completed communication box should be installed on the supports with the box centered on the supports. It is recommended that you install a 4" plastic PVC sleeve around the bottom of the post to reduce the damage from landscape equipment. They are available at the POA office at no charge. The posthole center should be approximately 24" from the edge of the road surface. The post should be placed perpendicular to the road. Finally, if a reflector is deemed necessary on the post, it should be round, red, and centered above the numbers midway between the top of the top number and the bottom of the support 2x4s.

**PAINT:** The paint for the post, communication box, and supports can be borrowed from the POA office. Paint can also be purchased from Ace Hardware. Request the Palmetto Hall mailbox post paint.

### NUMBERS:

The numbers need to be placed on the post for the convenience of emergency vehicles on the first pass

down your street. For example, addresses with even numbers will generally have the numbers placed on the right side of the post. Odd numbered addresses will place numbers on the left side of the post. Contact the office about any exceptions that may need to be made such as placement of numbers on posts for homes on cul-de-sacs or eyebrows. The top of the first number should be placed 6" below the communication box support and centered in the middle of the post. **To maintain uniformity, the numbers and the name label will be provided by the POA office. No other decals or ornaments are permitted on a Palmetto Hall mailbox or mailbox post with the exception of temporary holiday decorations.**

#### VEGETATION:

Finally, vegetation surrounding the mailbox post is permitted, but we ask that the residents maintain the height of the vegetation as noted in the ARB standards at no more than 30" above the base of the mailbox post. This will not only give the mailbox a neat appearance but also ensure unencumbered access to the box for the mail carrier.

Please contact the office at 843.682.4182 if you need a contractor to assist you in building or repairing your mailbox.