



# CITY OF BURLINGTON

## ENGINEERING DEPARTMENT

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W. Todd Lambert, P.E.  
City Engineer

### CLUSTER BOX DESIGN STANDARDS 12/14/17

Consult with the United States Postal Service (USPS) district office of the local post office serving your project to get approval of your mail receptacle location and clustering. This approval should be obtained prior to meeting the design standards as set forth by the City of Burlington.

#### 1. Location

- a. CBUs are to be located in an easement or common area, outside the street / public Right-of-Way.
- b. CBUs are not to be located within 100' of any intersection.
- c. CBUs are to be located along the inbound lane of traffic for the site.
- d. CBUs are to be located outside of 100 year flood zones and stream buffers.
- e. CBUs are to be 10' outside of all public easements and maintain a 10' clearance from meters and cleanouts.
- f. CBUs are not to be located in any required sight distance triangles, including driveways.
- g. CBUs are required to be served by a sidewalk. CBUs are not allowed to project into a required sidewalk width.
- h. CBUs are not allowed to be located across from one another on opposing sides of the road.
- i. CBU locations are not to be placed such that traffic will be negatively affected on existing or proposed streets both inside and outside of the subdivision or development.
- j. CBUs are required to be located no more than 1500' along the pedestrian path to the residential or commercial unit they serve. Distances between 1500' and 2000' may be approved by TRC if no other feasible locations exist.
- k. CBU locations with 51 mailboxes or more are discouraged.

#### 2. Design Elements

- a. All CBU access shall be compliant with the Americans with Disabilities Act (ADA), the Public Rights-of-Way Accessibility Guidelines (PROWAG), the NC Building Code and the North Carolina Department of Insurance (NCDI). Accessibility must be provided to all sides from which the CBU will be accessed.
- b. CBUs are not to be directly accessible from the roadway.
- c. CBUs located at development facilities with parking areas, such as club houses and recreational facilities, do not require any additional parking spaces, turnout lanes or other traffic management infrastructure.



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- d. CBUs are to be located outside of any required vehicle recovery “clear zones” as established by the most current guidelines from the American Association of State Highway and Transportation Officials (AASHTO) *Roadside Design Guide*.
    - i. Roadways posted at 35 mph or less are exempt from this requirement if curb and gutter is present.
  - e. Access aisles shall be at the same level as the vehicle pull-up space they serve, and sloped no steeper than 1:48 (1/4” per foot) in all directions (ANSI 503.4).
  - f. CBUs are not allowed to use on-street loading. Paved turnout lanes are required. A minimum of 25’ of full width storage (9’ minimum), exclusive of transition tapers, shall be constructed for every 20 postal patrons or fraction thereof. Turnout lanes shall accommodate no more than 80 postal patrons at a single location. Off-street locations shall be required for 81 or more postal patrons at a single location.
  - g. It is encouraged to provide an off-street CBU location for all locations and shall be required for locations serving 81 or more postal patrons. Off-street CBU locations shall meet the following standards:
    - i. Utilize a City of Burlington Driveway in accordance with standard R-13.
    - ii. Vehicles are not to back into the Right-of-Way from the CBU parking location.
    - iii. Provide accessible parking as required by the ADA and NC Building Code as applicable.
    - iv. 1 parking space is required for every 20 mailboxes (postal customers) or fraction thereof.
3. For CBUs on NCDOT maintained streets and roads, refer to NCDOT policy for the Placement of Mail Cluster Box Units (CBU) on State Maintained Subdivision Street (as updated). The more stringent requirements shall apply where NCDOT requirements differ from City of Burlington requirements.
  4. Note private responsibility for access, ownership and maintenance of CBU, as well as off-street parking in deed restriction, Home Owner Association (HOA) documents, and on final plats as appropriate to the project. Disclosure on the final plat stating the City of Burlington will not maintain CBU shall be required.



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### APPENDIX A NCDOT, Office of State Fire Marshall, Engineering Division

The NCDOT requirements are published in an Access Update Newsletter available online at: [http://www.ncdot.com/OSFM/Engineering\\_and\\_Codes/Documents/Accessibility/2016V7I4June.pdf](http://www.ncdot.com/OSFM/Engineering_and_Codes/Documents/Accessibility/2016V7I4June.pdf) and reproduced below:

## Single Family Development CBU's



The previous issue of this newsletter detailed a USPS-NCDOT-ANSI agreement regarding access to mailboxes in common use areas in single family developments. The agreement was intended to be applicable to all exterior common use mailboxes throughout the state. Since then, USPS HQ in Washington, DC has indicated that a Task Force will be formed to address access to CBUs across the entire US as well as North Carolina. The previous joint agreement has been rescinded. The procedure detailed below will be enforced for access to Cluster Box Units (CBUs) in single family subdivisions throughout North Carolina until NCDOT has been notified of a decision by the USPS Task Force.

For exterior CBUs in single family developments only: [in effect until USPS Task Force resolution]

1. Provide accessible parking or passenger loading zone at CBU location.
2. Provide accessible route to the CBU (provide all the way around, if double-sided).
  - a. Provide clear floor area in front of the CBU – 30" x 48" [NCBC 1104.2 requires 48" minimum path of travel]
  - b. Provide 60" maneuvering space to be able to get into the clear floor space.
3. No reach ranges to CBU required.

NOTE:

- Item 2b required as the approach may be from the left/right, but if the individual is right-handed (or the reverse), s/he has to be able to turn around to operate the mechanism on the box.
- Provision of a 60" turning area at both ends of the CBU may be substituted for the 60" maneuvering clearance in front the CBU or on both sides of a 2-sided CBU.
- Keep in mind that interior common use mailboxes continue to be required to be accessible per NCBC App E105.4.

Per the NCDOT Access Update above, vehicular access including either an accessible parking space or an accessible passenger loading zone is required to every CBU in single family development. Accessible parking spaces and van accessible parking spaces shall be identified by signage in accordance with ANSI 502.7 and NC State law.



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### Accessible passenger loading zone (PLZ):

- Accessible passenger loading zones must comply with ANSI 503.
- A vehicular pull-up space 96" wide and 25' long is required (ANSI 503.2) (COB)
- Adjacent to the vehicular pull-up space, an access aisle 60" wide and 25' long is required. The access aisle cannot overlap the vehicular way, must adjoin the accessible route and be marked to discourage parking in them (ANSI 503.5) (COB).
- Access aisles shall be at the same level as the vehicle pull-up space they serve, and sloped no steeper than 1:48 (1/4" per foot) (ANSI 503.4)
- See ANSI Figure 503.3 and Commentary Figure C503.1 with explanatory notes below:

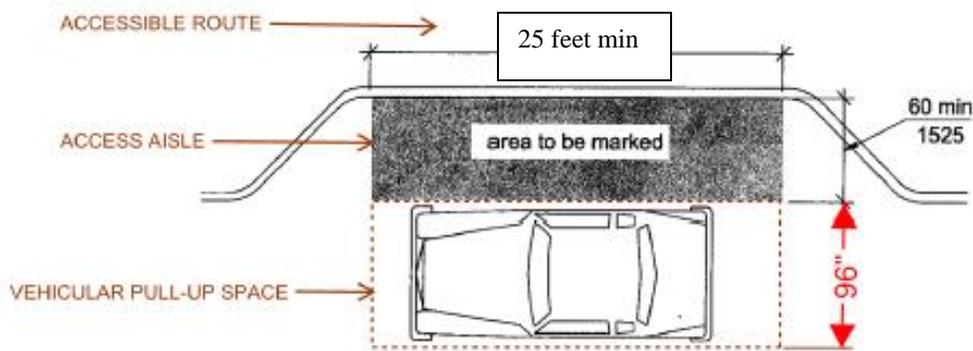


FIGURE 503.3  
PASSENGER LOADING ZONE ACCESS AISLE

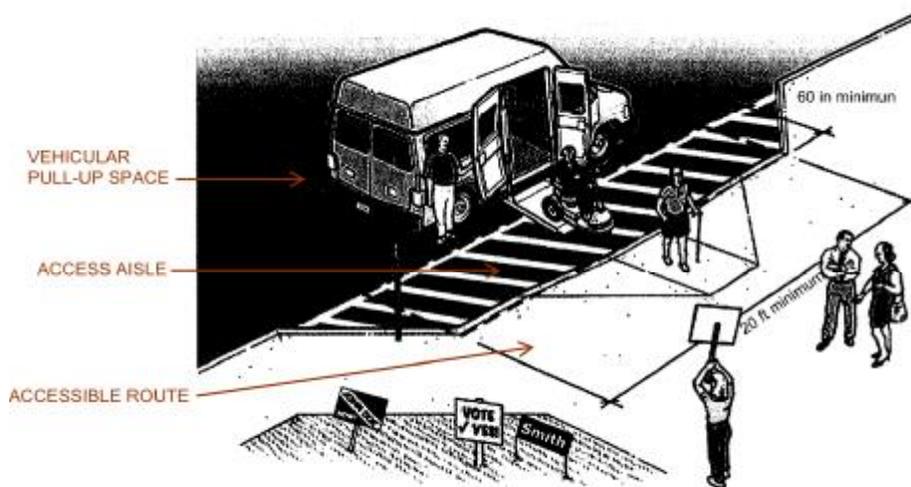
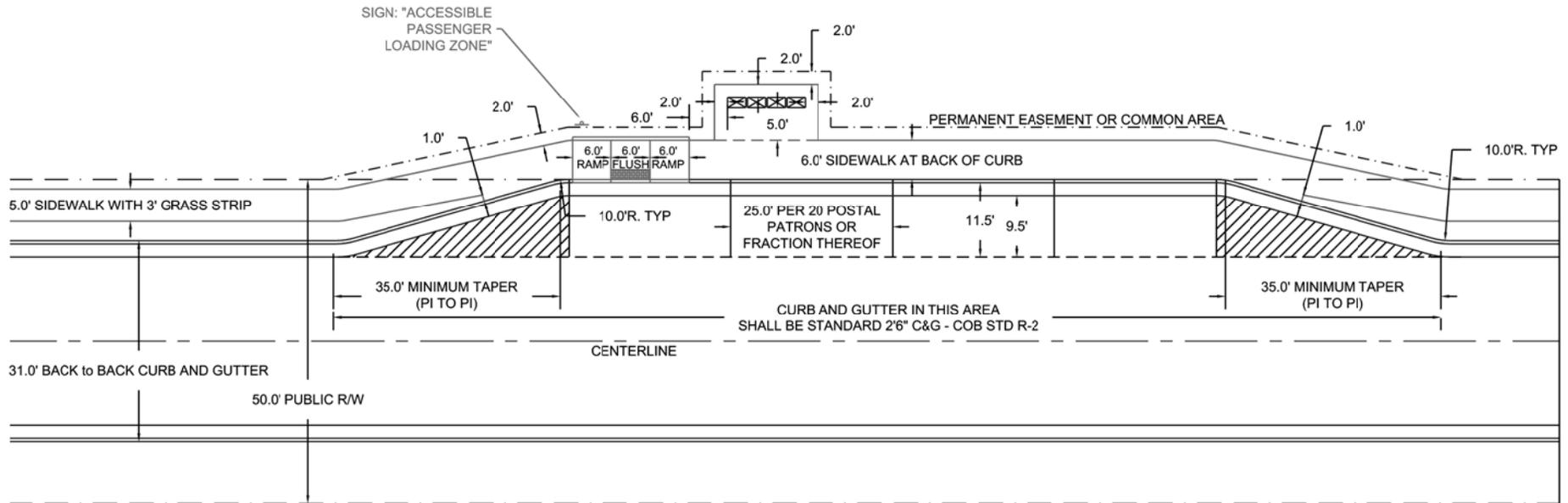


FIGURE C503.1  
PASSENGER DROP-OFF  
(Drawing courtesy of U.S. Access Board)

ALL IMPROVEMENTS LOCATED IN PERMANENT EASEMENT OR COMMON AREA SHALL BE MAINTAINED BY HOA, DEVELOPER OR AS ASSIGNED. PERMANENT MAINTENANCE SHALL BE ASSIGNED ON FINAL PLAT. IN NO CIRCUMSTANCES SHALL THE CITY OF BURLINGTON MAINTAIN CBU OR ACCESS TO CBU OUTSIDE OF THE PUBLIC R/W AND SHALL BE NOTED AS SUCH ON FINAL PLAT.



DATE  
12/12/17

REVISED

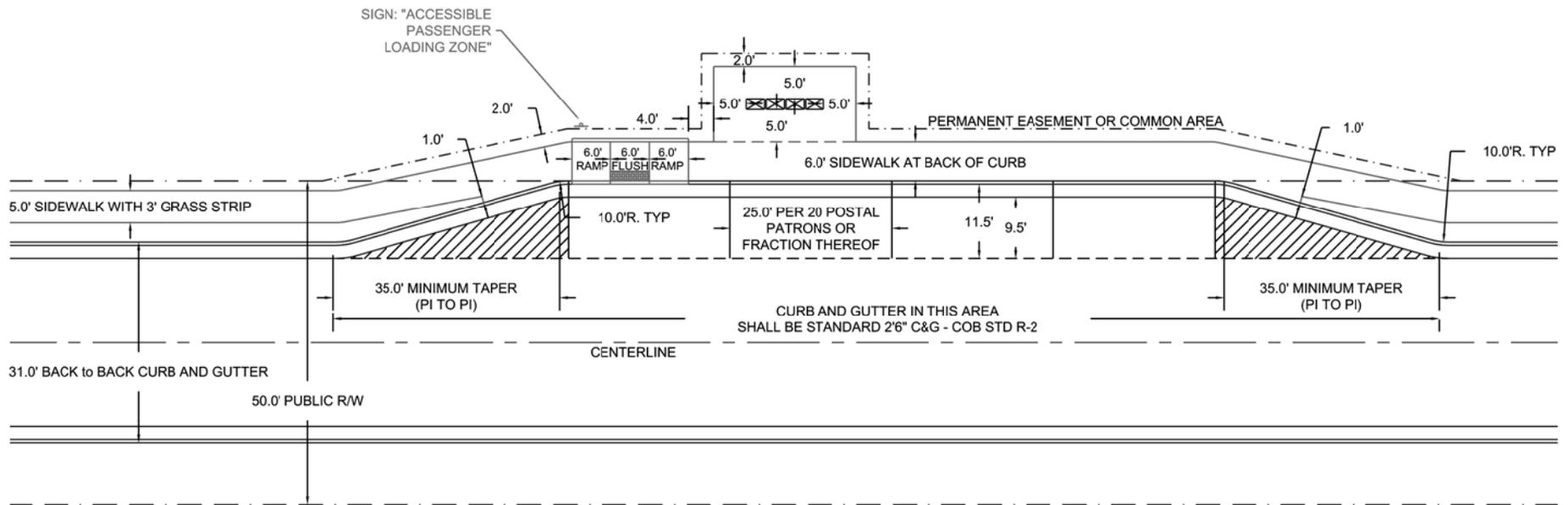
SCALE  
NOT TO SCALE

DETAIL

R-14

CBU PLACEMENT – FRONT LOADING TURNOUT LANE WITH ACCESSIBLE LOADING  
CITY OF BURLINGTON, NORTH CAROLINA  
ENGINEERING DEPARTMENT

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DATE 12/12/17	REVISED	SCALE NOT TO SCALE
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DETAIL R-15
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CBU PLACEMENT – DUAL LOADING TURNOUT LANE WITH ACCESSIBLE LOADING  
 CITY OF BURLINGTON, NORTH CAROLINA  
 ENGINEERING DEPARTMENT