

## NOTICE TO ALL DEVELOPERS/HOME BUILDERS

The United States Postal Service requires that all new addresses in Lincoln, NE developments will utilize Centralized Box Units (CBUs) for mail delivery service. These centralized boxes will be purchased and installed at the developer's expense. Developers should contact the Lincoln Postmaster at (402) 473-1602 during initial development phases to determine the following:

- Location, type and size of CBUs as well as the specific addresses assigned to each CBU.
  - Will be decided by the United States Postal Service with input from developers.
  - USPS will provide schematics showing address assignments in each CBU to the developer
  - USPS will provide a plat map showing the location of each CBU in the development
- Responsibility for maintenance and replacement of CBUs in the event they are damaged
  - Will be determined on a case by case basis by the USPS depending on the type of development (Businesses, Apartments, Townhomes, Single Family homes).
  - Multiple CBUs in one location at Apartments and Townhomes will be numbered by complex managers to assist the USPS in locating the correct box when performing lock changes
- Key maintenance procedures
  - Initial key distribution will be the responsibility of the developer/realtor or building owner
  - Extra parcel locker keys may be turned over to the USPS for filing and maintaining
  - Lock changes for individual addresses in CBUs can be completed by the United States Postal Service at the current lock change fee.
- Snow removal around CBUs will be the responsibility of the Home Owners served in that CBU, Apartment Complex Management or Associations with maintenance responsibility of commons areas.
- **In the event Developers fail to provide CBU delivery to their new developments, homeowners and tenants will be required to pick up their mail at their designated Post Office. Delivery will not be made until CBUs are installed.**



### Benefits of Centralized Box Units

- Secure mail delivery and collection slot for every address
- Ability to securely leave most parcels when customers are not home
- Neat and clean appearance of neighborhoods with no curbside boxes
- Maintenance free mail delivery for home owners
- Increased safety and efficiency of delivery

Postmaster  
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Lincoln NE 68501-9998  
402-473-1602