TOPIC: New Address Activation
United States Post Office and the Address Management System

Given the growth in this region, timely coordination with the United States Post Office (USPS) is more important than ever. USPS advises developers to plan for up to 90 days for new address activation. Historically, what took days for USPS to activate addresses can take up to three months. Plan ahead and keep accurate records!

Process
According to USPS, the developer is responsible for initiating with the local USPS authority for mailbox location approval. New address assignments are assigned when the developer applies for building permits. With these addresses, a postal layout can be created and submitted to local postal authorities for approval. After an initial approval, it is the responsibility of USPS to submit the addresses internally to the Address Management System (AMS). AMS enters all new addresses 1X/month into their system. AMS may require an address verification letter from the city, town or county prior to inputting new addresses. Without validation/approval from AMS, an address will not be recognized by USPS. It is USPS' responsibility to communicate that address assignments have been approved and activated for mail delivery. Without AMS activation, a homeowner will not be able to:

- submit a change of address (COA) request
- receive mail or packages
- start home utilities
- receive packages from other carriers

Postal layouts
For centralized locations, all addresses for one street, regardless of its continuation into additional phases, must be in ascending, alphanumeric order. If addresses are not available, placeholder assignments, based upon the lot count, must be accounted for in the layout. Though alphabetical order of street names is preferred, it is not required. For grouped mailboxes throughout the development, addresses at each CBU location must be in ascending, alphanumeric order for that section.

Corner lots
Lot addresses are assigned by their respective county planning department. Counties have varying address assignment criteria- driveway facing address vs. front-door facing address, alley addressing, etc. "Double assigning" corner lots to accommodate both possible directions is costly to the developer. **The developer must determine the corner lot addressing and street names before a postal layout is submitted for approval.**

Grandfathered assignments
With increased enforcement of the alphanumeric policy, some local USPS are requiring updated mailbox layouts with existing boxes. For delivery that is more than one year, USPS regulations state the existing layout can be grandfathered. However, it is the local decision to continue delivery or force an assignment reorganization, at the developer's expense.

Arrow locks (USPS CBU door lock)
Upon CBU installation, USPS must be notified so door locks can be installed. Mail will not be delivered to an unsecured CBU. Even with a written acknowledgement, follow up with the local USPS is encouraged. USPS installation- 3 weeks

Carolina Streetscape postal services
Carolina Streetscapes provides the following turn-key service with the purchase of CBUs:
- Create lot assignments for the entire development based upon plat(s) provided by the customer for both address and non-addressed lots
- Submission to local USPS for approval
- Assigning, labeling, and delivering keys to the customer ready for distribution
- Coordination with USPS on installation and arrow lock requests
- "After the sale" USPS troubleshooting service

If you have any questions, please contact the Carolina Streetscapes Sales Representative for your community.