

***APPLICATION FOR PERMIT TO PLACE MAILBOX IN PUBLIC RIGHT-OF-WAY***

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

NOTE: All mailboxes must conform to requirements prescribed in City Ordinance No. 306, as amended.  
All proposed locations are subject to approval at the sole discretion of the City

Proposed Mailbox Location (Street Name): \_\_\_\_\_

Proposed street mailing address: \_\_\_\_\_

**For a complete application the following must be attached:**

- Map/drawing showing proposed exact location of the mailbox, identifying street names, intersections, property lines, side of street.
- Scaled drawing of mailbox (or photo) with full description of dimensions, materials to be used, installation type and method.
- Written consent from the owner of the mailbox (if other than applicant).
- Written approval of the proposed location from the U.S. Postal Service (USPS), confirming the location as a deliverable site, appropriate for the street mailing address, signed and dated by USPS employee.

Other information which you feel may be helpful and pertinent to your application:

\_\_\_\_\_  
\_\_\_\_\_

Upon approval, I agree to place the mailbox applied for in accordance with the above description, within the requirements of the Depoe Bay City Ordinance #306, as amended, and at the precise location approved by the City.

Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_

Date Received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Determination: Approved / Disapproved

Comments/Conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Determination Date \_\_\_\_\_