

## Custom-built Mailbox Application - Urbandale

Date of Application: \_\_\_\_\_

Submit to [engpw@urbandale.org](mailto:engpw@urbandale.org).

Contact 515-278-3950 with any questions.

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Mailbox Address: \_\_\_\_\_

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

### CONTRACTOR INFORMATION (if applicable)

Contractor (Person performing the work if other than applicant): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contractor Phone: \_\_\_\_\_

**CUSTOM-BUILT MAILBOX REQUIREMENTS INCLUDE:** <https://www.urbandale.org/1133/Mailbox-Application>

1. The structure supporting the mailbox shall be at least eight inches (8") from the back of the curb.
2. The mailbox structure shall not exceed the dimensions of three feet (3') wide, three feet (3') depth, five feet (5') in height.
3. The mailbox structure shall be located on a four inch (4") thick concrete pad, with horizontal dimensions 6" greater than the size of the structure. The mailbox structure shall not be permanently affixed to the concrete pad.

### ATTACH SKETCH OF PROPOSED MAILBOX

Sketch Attached

Provide a sketch of mailbox location (this may be a markup of Google Maps) and provide details of proposed mailbox, including height, depth, width, materials, etc.

### PROPERTY OWNER'S RESPONSIBILITY: Please read the following.

Any type of mailbox located in the City Right-of-Way is subject to damage or destruction at any time, including but not limited to damage from traffic, snow removal, street sweeping, pavement repairs, or maintenance of City utilities located in the Right-of-Way. The City shall not assume any liability for damaged mailboxes of any type of construction within the Right-of-Way. [City of Urbandale Municipal Code, Title IX, Chapter 99.100-105.](#)

**My signature below acknowledges that I have read and agree to the custom-built mailbox requirements and to the property owner's responsibility.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

### CITY USE ONLY:

Permit No.: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

City Remarks: