Celebration Residential Owners Association, Inc.
Celebration Non-Residential Owners Association, Inc.
851 Celebration Avenue, Celebration, Florida 34747
Ph 407-566-1200 • Fax 407-566-1210

Townhall@ciramail.com

REQUEST FOR APPROVAL (MAILBOXES)

Obtain current Design Guidelines and Application from the Association's offices or download from the Celebration Front Porch (http://www.celebration.fl.us) using owner ID and password. Select *Guidelines* under the CROA tab.

WHICH PROPERTY TYPE: ❑ Single-Family; ❑ Townhome/Duplex/Triplex; ❑ Condominium

Property Address: _____

Property Owner's Name: _____

Property Owner's Email address: _____ **Phone:** _____

Property Owner's Mailing Address: _____

(If different from property address): _____

Project Contractor: _____ Phone: _____

1. *For standard replacement of post/mailbox mark the style to be installed* ***[ALWAYS Required]****:*
   [ ] Traditional Black … or … [ ] Traditional Black – ***Double***
   [ ] Traditional Green …or … [ ] Traditional Green – ***Double***
   [ ] Pony Express [ ] Estate
   [ ] Geneva
2. *For other requests (e.g., change of mailbox location, change of design, etc.) include a map showing location, design photos or brochure, specifications of materials, and reason for change.*
3. *Condominium Associations requesting a change of mailbox design or location must attach a map showing location(s) plus specifications on the proposed new/replacement materials. Attach letter of approval from Condominium association* ***[Required if a condo]***

( ) By initialing, property owner authorizes the Association to release information, upon request, concerning this or a similar project for this property to the Contractor named above.

( ) By initialing, property owner requests notifications for this project by email only (no printed copy will be mailed, reducing Association expenses for paper and postage).

Property owner hereby authorizes the Association and members of the Architectural Review Committee to enter onto the subject property for purposes of confirming information contained on or collected for processing this application and for inspecting the project during execution, upon completion of the project, or upon expiration of the approval.

Property owner's Signature and Date:

SPACE BELOW IS FOR ARC USE ONLY

MAILBOX			LOT	
			VIL	
RCV	PUR		ACCT	
LOT			CENN	
ARCH			START	COMP

Design Guidelines

Approved by the CROA Board of Directors on 02/26/2013; effective for applications received on or after 02/26/2013.

MAILBOXES

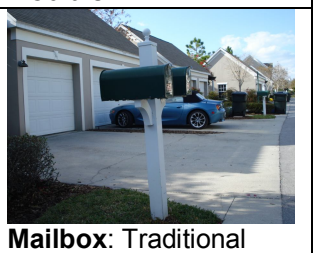
Cautions

I. These are minimum standards. Property owners are encouraged to consider designs and materials which will result in a higher quality installation and appearance.

II. A mailbox is *not required* at a property. However, the property owner must provide the Association with an alternate mailing address.

Standard Mailbox Configurations:

Traditional Black – Single	Traditional Black – Double	Pony Express	Estate
Mailbox: Traditional **Post**: 3” round, fluted **Cap**: Required; select from options **Bracket**: Required; select from options	**Mailbox**: Traditional **Post**: 3” round, fluted **Cap**: Required; select from options **Bracket**: Required; select from options	**Mailbox**: Pony Express **Post**: Included **Cap**: Not Applicable **Bracket**: Not Applicable	**Mailbox**: Estate **Post**: 5”x4” fluted **Cap**: Not Applicable **Bracket**: Not Applicable

Traditional Green – Single	Traditional Green – Double
	
Mailbox: Traditional **Post**: 4” square, smooth **Cap**: “Ball” style **Bracket**: Required as shown	**Mailbox**: Traditional **Post**: 4” square, smooth **Cap**: “Ball” style **Bracket**: Required as shown

Geneva
Mailbox: Geneva **Post**: Decorative **Cap**: Not Applicable **Bracket**: Not Applicable

Standard Conditions for ALL Mailbox applications

Location

A. Mailboxes should be installed at a height of 41-45 inches from the road surface to the inside floor of a mailbox and are set back 6-8 inches from the front face of the curb or road edge to the mailbox door.

B. Curbside mailboxes are to be located at the curb in front of the home approximately in line with the lead walkway from the residence's front door to the pedestrian sidewalk.
C. **Entire blocks** of mailboxes may be relocated to the alley with approval from the Postmaster, ARC and all owners on the block. There must be a compelling justification such as commercial traffic (for example, on Campus Street across from Celebration School). All expenses to relocate mailboxes and repair / restore the former location of mailboxes are the responsibility of the individual property owners.
D. **Individual** mailbox exceptions which may be approved include, but are not limited to: relocating the mailbox if the normal location would be above a curbside storm drain.
E. Mailboxes may not be installed in enclosures such as brick columns or other structures which create an appearance of mass.
F. Landscaping (sod, ground cover, etc.) is required around the post. Gravel, rocks, bare soil or mulch around the post are not permitted.
G. If the mailbox post extends beneath the soil line (versus being surface-mounted on a concrete pad) a PVC sleeve matching the post size, shape and color *may* be used to protect the post from damage caused by yard maintenance equipment (e.g., string trimmers). The top of the sleeve may not extend more than 3 inches above the soil or 1 inch above the plant material, whichever is lower.

Mailboxes

H. Mailboxes must be constructed entirely of aluminum, steel, zinc or cast iron.
I. Mailboxes (including handle on door) must be one color (excluding the flag); no two-tone style or differing trim color. The only exception is the "Pony Express" style which includes minor brass/gold-tone components.
J. Mailboxes may not be modified from the original manufactured design by any means which is visible on the exterior of the mailbox.
K. Mailboxes must be mounted either to the top of a post (for example, the Estate style) or to a bracket attached to the post. Mailboxes may not be physically attached directly to each other.
L. Secondary mailboxes for a single street address are permitted only for use by a garage apartment and must be individually mounted on a bracket or platform which results in a mailbox on each side of the mailbox post. An exception is provided for single posts which are shared by multiple addresses if there is not sufficient room to install an additional post to separate the mailboxes: the base platform may be extended to accommodate the secondary mailbox (resulting in two mailboxes on the side of the post).
M. "Traditional" style (see photos on previous page; this is the predominant style used throughout Celebration). Many manufacturers alter the standard design slightly which may not conform to the Design Guideline specifications. Gibralter Industries #ALM11080 (available from Home Depot) meets these specifications.
    1. Surface may be either smooth or ridged.
    2. Sides of mailbox may not extend beyond the surface of the mailbox door when closed (also known as an "eyebrow" design).
    3. Size must be "T-1" which is within one inch of these dimensions: 8.7" high, 6.8" wide, and 19.9" deep.
    4. Color is either "Black" (for installation on a round black post) or Green (for installation on a square white post).
    5. May be mounted *either* to the side of the post *or* to the front of the post. (Refer to "Posts and Brackets" section below.)
N. Other mailbox styles (e.g. "Pony Express," Estate, "Geneva") are generally available in standard configurations.
O. Mailboxes must have an operable carrier service flag.

Address Identification

P. Resident, owner and/or business names are not permitted.

Q. Street name may be included only if the mailbox is located on a differently named street than the street in the mailing address. (For example, as might occur on a corner property.)

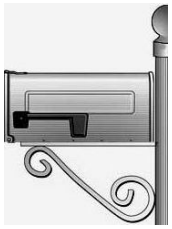
R. Address numbers/letters are required on every mailbox and must be:
   1. Between 1” and 2” tall.
   2. White or gold in color.
   3. Die-cut; if not die-cut the background material must be the same color as the plate or mailbox to which it is mounted.
   4. Vertical orientation. (For example, not *italicized*.)
   5. All numbers/letters on mailbox(es) for the property must be the same style (font), material, size and color.

S. Mount numbers directly on the mailbox.
   1. Address must be visible regardless of the position of the flag.
   2. For multiple mailboxes which are grouped together the numbers are to be located on the mailbox door facing the street.
   3. For single mailboxes the house number may be:
      i. On the mailbox door facing the street, or
      ii. On the side which is visible to the carrier’s normal approach to the mailbox, located to the right of the flag when in the “down” position.

T. If a second mailbox is included for a garage apartment, the primary mailbox (on the left when viewed from the street) must have the residence address number on the front of the mailbox; the secondary mailbox (on the right when viewed from the street) must have the address number plus “B” in the same style (font, height, color, mounting position) as the primary mailbox.

Posts and Brackets

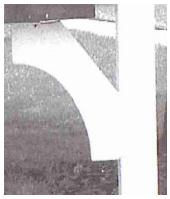
U. **Traditional Black** mailboxes must have a 3” round fluted post with a black decorative cap and one black bracket per mailbox installed, selected from any of these styles:

Ball Cap	**Alternate Cap**	**Bracket Style One**	**Bracket Style Two**
			

   1. For a rear-mounted single mailbox the bracket will be attached to the post directly beneath and inline with the mailbox.
   2. For a side-mounted single mailbox the bracket will be attached to the post directly beneath and perpendicular to the mailbox.
   3. For posts with multiple mailboxes the brackets will be attached to the post directly beneath the mailboxes perpendicular to the mailboxes.

(continued on next page)

V. **Traditional Green** mailboxes must have white square post with white bracket and white ball cap installed.

White Bracket


1. For a single mailbox the bracket is mounted on the post directly beneath the mailbox and inline with the mailbox.
2. For a double mailbox two brackets are required – one mounted on each side of the post and oriented parallel to the street.

W. A request to add a secondary (e.g., garage apartment) mailbox to a post which is currently shared by more than one property is required to install a separate post to accommodate both mailboxes for the requesting property and may be required to reconfigure the remaining post and mailbox(es) for appropriate appearance.

Accessories

X. Receptacles (e.g., tubes, boxes, etc.) for newspapers or other matter are not permitted.

Y. Temporary holiday and religious decorations may be displayed on the post and/or mailbox in accordance with Exhibit "C" [Rules] of the Celebration Community Charter.

Z. Graphic "wraps" made of cloth, vinyl or any other material are not permitted unless they meet the requirements of "Temporary holiday and religious decorations" above.

AA. Decals, graphics and/or advertising of any kind are not permitted.

Specifications for UNIQUE Street Requirements

1. *Note: UNIQUE Street Requirements override SPECIFIC Lot Type specifications.*
2. Campus Street (all) Townhomes and Single-Family Homes: Traditional Green
3. Celebration Avenue (401 thru 413): Traditional Green
4. Mulberry Avenue (all) Townhomes: Traditional Green
5. Longmeadow Street (all) Townhomes: Traditional Green
6. Teal Avenue (all): Traditional Green

Specifications for SPECIFIC lot types

For Townhome, Bungalow and Garden lot types:

7. Traditional Black

For Cottage, Village and Manor lot types:

8. Traditional Black, or
9. Pony Express (limited to Victorian architecture)

For Estate lot types:

10. Traditional Black, or
11. Pony Express (limited to Victorian architecture), or
12. Estate, or
13. Geneva

Maintenance

14. The property owner associated with the mailbox is responsible for maintenance, regardless of where the mailbox is actually located.
15. Routine maintenance includes, but is not limited to:
    A. Cleaning to remove dirt, algae/mildew, rust, etc.

B. Tightening of screws, bolts and other fasteners.
C. Painting surfaces which are suitable for painting to maintain the original color.
D. As needed, adjust post to maintain true vertical alignment in all directions.
E. Remove and replace address numbers which have deteriorated or which are not easily recognizable from a distance of 25 feet. Ensure that replacement numbers/letters comply with the Design Guidelines.
F. A mailbox which cannot be repaired must be replaced with a mailbox which is compliant with the Design Guidelines.
G. Ensure landscaping near mailbox does not hinder access either physically or by posing unsafe access due to thorns or pests.

16. Many of the parts (mailbox, posts, etc.) needed for repair may be available at home improvement centers. In addition, the following two companies installed the majority of mailboxes in Celebration and provide repair service and/or parts availability::
    A. Beautiful Mailbox Company, www.beautifulmailbox.com – 1-800-856-6983.
    B. Creative Mailbox Designs, www.creativemailboxdesigns.com – 1-800-804-4809.
17. Maintenance of mailboxes in some Service Areas may be performed by the Service Area on a scheduled basis. If interim maintenance is required (for example, repairs due to damage) the property owner is responsible for this work. Service Area management reserves the right to inspect completed work and may require alteration if the work is inconsistent with the maintenance obligations of the Service Area.