

RE: [EXTERNAL] Re: Kiosk Approval 80138

From: Lucero, Ashley M - Denver, CO (ashley.m.lucero@usps.gov)
To: highlineeng@aol.com
Cc: co-wydistrictgrowth@usps.gov
Date: Monday, January 5, 2026 at 07:19 AM MST

Good Morning Rusty,

The locations are approved. Can we also get the zip code for this project?

Ashley Lucero
Growth Department
7500 E 53rd Place
Denver CO 80266
CO-WYDistrictGrowth@usps.gov

From: highlineeng@aol.com <highlineeng@aol.com>
Sent: Friday, January 2, 2026 1:22 PM
To: Lucero, Ashley M - Denver, CO <Ashley.M.Lucero@usps.gov>
Cc: CO-WY District Growth <CO-WYDistrictGrowth@usps.gov>
Subject: [EXTERNAL] Re: Kiosk Approval 80138

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Ashley,

Thank you for the Cluster box information. We are currently in the Site Development Plan of the Town of Castle Rock review process and only require Cluster Box location approval at this time.

Attached, please find the CBU-Mail Box Location Form-Chateau Valley Subdivision and Kiosk Location Plan. **Please review and approve the CBU form or let me know if you need any further information at this time.**

Rusty Hall
Highline Engineering
303-889-0044

On Wednesday, December 31, 2025 at 11:30:52 AM MST, Lucero, Ashley M - Denver, CO <ashley.m.lucero@usps.gov> wrote:

Russell, here is everything needed for your project.

**Postal locks will have to be ordered for your projects.
Currently, they are taking up to 8 months to procure.
Please return the MOD agreement.**

Effective October 5, 2006, all new designs approved for NEW CONSTRUCTION AND MAJOR RENOVATION require U.S. Postal Service approved CBU's to be installed.

Effective July 2020 all new apartment projects or apartment remodels must provide 1 parcel locker for every 5 mailbox compartments.

5-1 Apartment Communities

The following are important U.S. Postal Service guidelines for determining the location and composition of mail receptacles for apartment communities:

- a. All new or remodeled apartment houses must install USPS-approved 4C centralized mailbox equipment. There must be at least 1 parcel locker for every 5 mailbox compartments. The Postal Service requires no maximum number of parcel lockers to be installed—only the 1:5 parcel locker/mailbox minimum.

We will need the following information from you as soon as possible:

1. **Zip Code where project is located:**
2. Provide Project Name-
3. Provide Project/Building Site Address-
4. Provide secondary addresses (Apt, unit, suite numbers)

5. Provide/Attach- copy of the property/project- Plat Map
 6. Provide/Attach- Location/Diagram of mailboxes within the property/project
 7. Provide/Attach- Mail Room Configuration/Diagram
 8. Provide/Attach- a list of all of the addresses for the property/project, with highlighted ADA units (Americans with Disability Act) (see page 6 of attached builder handout for ADA specifications)
 9. Provide total number of addresses for the Project-
 10. Provide Delivery Equipment information- Manufacturer -Model Type of equipment/mailboxes you will be using- (see page 6 of attached builder handout for USPS approved equipment specifications) (see below for USPS approved Centralized Equipment contractor information)
 11. Provide/Propose- Quantity of Equipment that you want to install-
 12. Provide how exterior mailbox compartments will be engraved-
 13. Will the building be accessible 24/7?
 14. Will the building/mailroom have secured access/locked?
- If no to question 11 or yes to question 12 a key keeper will be required before mail delivery will begin. (see attached key keeper information regarding USPS delivery access solutions)
15. Provide tentative tenant occupancy date-
 16. Attach Signed copy of USPS Letter of Agreement/MOD Agreement
- POM 632.11 Responsibilities
Appropriate mail receptacles must be provided for the receipt of mail. The Type of mail receptacle depends on the mode of delivery in place. Purchase, Installation, and maintenance of mail receptacles are the responsibility of the Customer (HOA/Property Management Company). Appropriate locations for installation should be verified with local Postmasters.

Some available contractors for your reference below:

Page Specialty – 303-770-2842

Geoff King

Co-Owner

6145 Broadway, #32
Denver, CO 80216
Office – 720-764-3554
Direct Line – 720-764-3556



K&W Solutions

Postal Products Unlimited

Florence-mailboxes.com

Mailboxes.com

Please note that the only pedestal mount boxes currently USPS approved are shown below. They can be purchased in various colors and styles but must maintain the approved configuration:

Pre-configured units include built-in parcel lockers and outgoing mail collection for added convenience to be used alone or in large groupings to accommodate every project need.



1570-8XX

1570-12XX

1570-16XX

1570-13XX

1570-4T5XX

1570-8T6XX

MODEL #	CBU TYPE	INSTALLED HEIGHT	INSTALLED WIDTH	INSTALLED DEPTH	PEDESTAL HEIGHT	WEIGHT (LBS)	STANDARD TENANT COMPARTMENT DIMENSIONS	MAILBOX COMPARTMENTS	PARCEL LOCKER
1570-8XX	vital™ Type I CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	8	2
1570-12XX	vital™ Type II CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	12	1
1570-16XX	vital™ Type III CBU	62"	30-1/2"	18"	14-1/2"	175	3"H x 12"W x 15"D	16	2
1570-13XX	vital™ Type IV CBU	62"	30-1/2"	18"	14-1/2"	167	4-3/4"H x 12"W x 15"D	13	1
1570-4T5XX	vital™ Type V CBU	62"	30-1/2"	18"	28-1/2"	145	6-1/2"H x 12"W x 15"D	4	2
1570-8T6XX	vital™ Type VI CBU	62"	30-1/2"	18"	14-1/2"	176	3"H x 12"W x 15"D	8	4

Note: Exchange "XX" in Model # above for two-digit color reference: Black=BK Dark Bronze=DB Sandstone=SD Postal Grey=PG

Ashley Lucero

Growth Department

7500 E 53rd Place

Denver CO 80266

CO-WYDistrictGrowth@usps.gov

FW: [EXTERNAL] Re: 9928 Bluestar Dr 80138

From: Carberry, James R - Broomfield, CO (james.r.carberry@usps.gov)
To: highlineeng@aol.com
Cc: CO-WYDistrictGrowth@usps.gov; 80104CastleRockCo@usps.gov
Date: Tuesday, September 17, 2024 at 10:23 AM MDT

Rusty,

Everything looks great.

Kiosk locations are Postal Approved.



James Carberry
Growth Coordinator
7500E E. 53rd PL RM 2245-A
303-853-6593
CO-WYDistrictGrowth@usps.gov

From: highlineeng@aol.com <highlineeng@aol.com>
Sent: Tuesday, September 17, 2024 9:36 AM
To: Carberry, James R - Broomfield, CO <James.R.Carberry@usps.gov>
Subject: Fw: [EXTERNAL] Re: 9928 Bluestar Dr 80138

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

James,

Attached, please find the PDF's of our Kiosk Site Plans for your review.

Thanks,

Rusty Hall
Highline Engineering
303-889-0044

----- Forwarded Message -----