



City of Moore

Community Development

301 N. Broadway

Moore, OK 73160

405-793-5053

cityofmoore.com

Date: January 5, 2026

To: Engineers, Developers, Utility Companies, Contractors, and other Interested Parties

From: Elizabeth Weitman, AICP, CFM
Community Development Director

Subject: Cluster Mailbox Policies and Requirements

This policy memorandum is intended to help ensure proper placement of USPS mailbox clusters within residential and commercial developments that does not sacrifice public safety and the general welfare of the community.

Effective immediately, cluster-style mailboxes shall only be located in accordance with the following:

1. Placement of the cluster mailbox cannot be located in the following:
 - a. Public rights-of-way and easements;
 - b. FEMA-designated floodway;
 - c. Street curves, radii and intersections; or
 - d. Within 60' from an intersection.
2. The pathway to and around mailboxes shall be ADA accessible.
3. Mailboxes should be located within a Common Area, unless otherwise approved by the Community Development Director, or their designee. Cluster mailboxes shall not be located on a lot developed for single-family or two -family residences.

At the Preliminary Plat and Final Plat stage, locations of cluster mailboxes must be shown, and the locations require City of Moore approval prior to construction.

Please direct any questions or concerns about this policy to Elizabeth Weitman, Community Development Director, at ewoitman@cityofmoore.com.