



1120 SW Fifth Avenue, Suite 800, Portland, OR 97204

Phone: 503/823-5185

Fax: 503/823-7576

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit http://bit.ly/13EWaCg

**MAILBOX CLEARANCE SIGNAGE APPLICATION**

Portland City Code (§16.20.130.E) requires that vehicles not park in front and 10 feet on either side of a mailbox. Unfortunately, not all drivers adhere to this requirement and may park within the restricted postal zone, thus impeding vehicle-served mail delivery. Parking enforcement may be contacted at 503/823-5195 to respond to this problem. In addition, PBOT can mail you stickers to place on your mailbox which read, "Do Not Block Mailbox 8am - 6pm Delivery Days." The stickers are sent at no cost and intended to be placed on both sides of the mailbox as warnings to drivers not to park vehicles there.

In the event neither stickers nor parking enforcement appears to curb the illegal parking behavior, constituents have the option to purchase mailbox clearance signage. This is a specially designated sign, typically placed behind the mailbox, with a double arrow which has an international no parking symbol and reads, "10 Feet Both Sides of Mailbox 8am-6pm Delivery Days." Installing this sign requires a fee of \$75 and helps clarify the enforceable zone for parkers. The process usually takes 4-6 weeks and if the installation is deemed infeasible the \$75 will be refunded to the applicant.

To apply, complete the form below and mail with a check for \$75 with "City of Portland" as payee to:

Parking Control, PBOT  
1120 SW Fifth Avenue, Suite 800  
Portland, OR 97204-1969

If any questions about the mailbox clearance program or how to complete the form below, please contact the City of Portland, Bureau of Transportation, Parking Control Section at 503/823-PARK (-7275).

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

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

*IF PROPERTY IS NOT OWNED BY APPLICANT:*

Property Owner Name: \_\_\_\_\_

Property Owner Signature (required as co-applicant): \_\_\_\_\_

"I request that the mailbox clearance sign be emplaced as indicated by an 'X' on the following diagram:"