

TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

Public Works Department
650/375-7444
Fax: 650/ 548-0859



1600 Floribunda Ave.
Hillsborough
California 94010

Standards For Mailboxes/Mail Receptacles
*within/on columns or large posts,
proposed to be located within the public right-of-way*

If you would like to erect a mailbox within the public right-of-way (that means that the mailbox would not be on your private property, but in the area generally 8' to 11' feet behind the curb), the standards are as follows:

Maximum Dimensions: 24" wide x 24" deep and 48" in height

Location: No closer than five (5) feet behind the back of the curb (or rolled gutter). If there is not currently a parking strip (a five-foot wide strip behind the curb; see separate handout), one should be installed at the same time to provide access for delivery to the box from the street. The post office requires access so as not to require the carrier to exit the vehicle.

Permit Required: An Encroachment Permit is required. Submit to the Building Department two sets of dimensioned construction drawings, including footing details and location (relative to the curb). Permit cost is based on the job valuation.

There is no design review or Planning Office approval required.

Call the Engineering Division, 375-7444
if you have questions.