

Zip Code Boundary Review Process- Quick Facts

- Zip code assignments are closely linked to mail volume, delivery area size, geographic location, but not necessarily to municipal or perceived community boundaries.
- Zip code boundary review WILL be considered in order to provide municipal identity, especially in undeveloped areas and every reasonable effort will be made to accommodate them.
- A community group may request an adjustment to a zip code boundary. It should be consistent with the actual municipal boundary and identity of the affected area.
- Documented endorsement by the local government is strongly recommended.
- Responsibilities of municipalities in the process:
 - Submit SPECIFIC changes requested, with any rationale or justification, in writing to the District Manager.
 - IF request is denied, have the right to appeal within 45 days.
- A final determination should be made within 60 days of the request.
- SURVEY IS REQUIRED AND IS THE 2ND STEP OF THE REVIEW PROCESS.
- Prior to the survey, town may opt to hold a public hearing in order to explain rationale to affected customers. A postal representative should be present to answer questions.
- Survey must be approved by a simple majority.

Notes from Conversation with District Manager

- Petition to USPS can come from Mayor, include a map to show EXACT ADDRESSES affected including a list of addresses to be changed.
- Consider if the request would cause mail routes to overlap from different offices (if it does, request will not be approved.)
- Survey is a required component and will be sent to residents, simple yes or no answer. 50% + 1 must agree for the change to happen.