

U.S. Postal Service
EXTENSION OF CITY DELIVERY SERVICE

Post Office, State and ZIP Code *(Include station or branch name when appropriate.)*

Date

1. The following territory is proposed for extension of city delivery service. Show approved beginning and ending numbers for each block face and street name(s).

2. Insert number for each category

3. Residents of this territory now receive mail by *(Type of service):*

Residential Deliveries	Business Deliveries	Total Possible Deliveries	Vacant Lots	To Benefit	
				Families	Businesses

4a. Distance from nearest point of present delivery limits. *(If there is intervening unimproved territory, a detailed description of conditions is required.)*

_____ Miles/Feet *(Cross out one not applicable)*

b. Additional distance to be traveled daily to serve the new territory. *(State straight line distance from scale map or known block measurements.)*

_____ Miles/Feet *(Cross out one not applicable)*

5a. Customers in adjacent territory receive service via the delivery *mode(s)* indicated.

- Centralized *(NDCBU)* Centralized *(Non-NDCBU)*
 Curblines Door
 Other *(Explain)* _____

b. Customers in adjacent territory receive service via the delivery *method(s)* indicated.

- Dismount Foot
 Mounted Park & Loop
 Other *(Explain)* _____

6. Territory to which extension is proposed is similar to adjacent territory.

Yes No

7a. Proposed delivery *mode(s)*. NOTE: If centralized delivery *is not* proposed attach a statement detailing the reason(s). Indicate all contacts with builders, developers, customers, etc.

- Centralized *(NDCBU)* Centralized *(Non-NDCBU)*
 Curblines Door
 Other *(Explain)* _____

b. Proposed delivery *method(s)*.

- Dismount Foot
 Mounted Park & Loop
 Other *(Explain)* _____

8a. Estimated time required daily to serve this extension *(as proposed in Item 7)* for:

Letters, flats, and IPP _____ Parcel Post _____ Other *(relays, collections, etc.)* _____

b. Can this time be absorbed by an adjustment of present delivery territories without involving additional cost during fiscal year for:

Yes No

- (1) Workhours
(2) Vehicle hours *(motorized delivery or parcel post delivery)*
(3) Transportation costs *(carfare, driveout agreements, etc.)*

If answer to 8b(1), (2), or (3) is "No," request for additional allowance or allowances should accompany this form.

9. Has the proposed delivery territory's mail volume been included or considered for inclusion as a direct?

10. Has the necessary NDCBU or other centralized delivery equipment been obtained where necessary?

11. Have approved apartment house mail receptacles and directories been provided where required?

12a. Are houses numbered or will they be numbered before delivery service is extended?

b. Are street signs erected or will they be erected before delivery service is extended?

c. Are continuous sidewalks provided or will they be provided where required?

d. Are there passable walks from streets to the houses or will they be provided where necessary?

e. Has employee safety been considered in connection with *(c and d)* above?

13. Is the roadway improved so as to be passable for vehicles throughout the year?

14. Is the territory as a whole 50 percent improved *(i.e., foundation completed)* with houses or business places?

(NOTE: The 50 percent criterion can be waived if (1) delivery will be accomplished via NDCBU's or other centralized delivery modes, and (2) the 50 percent can reasonably be expected to be met within 12 months.)

Average Lot Frontage _____ Feet Average Set-Back Distance _____ Feet

15. Will there be retraces by carriers? If so, on a separate sheet explain fully and state distance involved.

16. Does territory extend into the postal ZIP code area or limits of any other post office? <i>(If so, a statement relative to the proposed change should be obtained from the postmaster of such office together with an expression of the general sentiment of customers to be affected.)</i> NOTE: IN CASES SUCH AS THIS, DIVISION APPROVAL IS NECESSARY BEFORE DELIVERY CAN BEGIN.	Yes	No
17. Are customers now served by rural delivery? <i>(If so, complete and attach Form 3993, also submit complete set of amended description on Form 4003, Official Rural Route Description, for each route affected together with map or sketch of the rural route or routes involved showing new travel of the carrier or carriers.)</i> NOTE: IN CASES SUCH AS THIS, DIVISION APPROVAL IS NECESSARY BEFORE DELIVERY CAN BEGIN. Time Rural Carrier Arrives _____ Time City Carrier Will Arrive _____		
18. Have customers requested a change from rural to city delivery? <i>(If so, complete and attach Form 3993.)</i>		
19. Is there a rural route operating in this vicinity that can service this extension? <i>(If so, complete and attach Form 3993.)</i>		
20. Attach a sheet showing a diagram or sketch of the territory in question. Indicate on the sketch by dots (.) the houses and business places to be served and show the vacant lots by crosses (x). Also, indicate on the sketch, in color code, the nearest point of present delivery service and the present and proposed lines of carrier travel, exercising care to show names of all streets on which it is proposed to extend the service, as well as the cross streets in each instance. In each case where a building occupies more than one lot this should be so indicated. Also, indicate the numbering system that will be used. If NDCBU's or other centralized delivery modes are to be used, indicate the numbering system to be used for assignment of compartments, and for identifying each unit if more than one is to be used.		
21. Address Information Systems (AIS) was notified of the new street(s) and/or address range(s) on _____	Date	
22. Signature, date, and title of person completing this form	23. Signature of Postmaster, Station or Branch Manager and date	
24. MANAGEMENT SECTION CENTER <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		25. DIVISION <i>(When Required)</i> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Signature	Date	Signature
Date	Date	Date
Title		Title
26. Remarks and any other additional pertinent data regarding territory, volume of mail to be delivered, etc.		
27. Complete this section after necessary approval(s) has been obtained. Service was extended in accordance with Postal Operations Manual 611.12 on _____	Date	Signature of Postmaster, Station or Branch Manager
INSTRUCTIONS FOR SUBMISSION AND APPROVAL OF EXTENSION OF CITY DELIVERY SERVICE		
1. Associate Offices and MSC stations and branches will submit an original and one copy of all requests for extensions of city delivery service along with the necessary documentation and attachments to the designated office within the MSC, e.g., delivery and collections, AIS, etc. Under normal circumstances delivery should not begin until approval has been obtained from the MSC.		
2. If item number 16 is checked "Yes," delivery should not begin until approval has been obtained from the Division Office; through the MSC.		
3. If item number 17 is checked "Yes," or if delivery to the "door" is proposed (<i>item 7a</i>), delivery should not begin until approval has been obtained from the Division; through the MSC.		