

Implementation Phase: City of Carmel-by-the-Sea (City) - Draft Implementation Plan

	Process Sequence	Anticipated Benchmarks/Timeline
1.	Address System Development	Implementation Team and Engagement Team consisting of Planning and Building staff will develop an address system/map that meets the requirements of an approved and established standard addressing system 3-6 months (development timeline runs with Public Engagement Phase)
Post-Public Engagement Phase		
2.	Public Mailer Notice	Mailed to PO Boxes: Notice of City Council Decision for Address System Program Implementation Specifying: Implementation of Assigned Street Address Numbers and Posting/Display Requirements only; no implementation of at-home mail delivery, and no implementation or erection of cluster boxes (or “gang mailboxes) in the City. Continued operation of the 5 th Ave. US Post Office with Centralized Delivery Mode of delivery to PO Boxes already assigned/in-use will continue as status quo Within 1 month of City Council’s Decision
3.	Community Meeting	Meeting at Carpenter Hall – 60 Minutes <ul style="list-style-type: none"> • Presentation to the community of approved Address System Program • Final Address Numbers System/Map reviewed • Explanation of acceptable locations on property to display assigned address numbers • Explain “Next Steps”, or what to expect as the implementation process moves forward • Steps the City will take • Steps residents/property owners can expect to take during the implementation phase 1-2 months after Public Mailer Notice
4.	Submission of Finalized Street Address System to USPS	Carmel-by-the-Sea’s Planning and Building Department submits the finalized street address system to the USPS Address Management Systems Manager for review Dependent on Implementation’s Team’s work capacity for any required administrative or technical updates, in any 1-4 months, depending on USPS review and required technical changes, if any
5.	Post-Address System Approval by USPS (Community Meeting)	Community Meeting – 60 Minutes Staff Presentation/Review of Approved Address System <ul style="list-style-type: none"> • Explanation of City’s process to provide property owners with notice of their assigned address number • Next Steps for Residents: <ul style="list-style-type: none"> ➤ Process to fill out and submit USPS Form 32N (attached)
6.	Notice of Assigned Address Number	Notice to property owners by the Planning and Building Department of assigned street address number identification
7.	FAQ’s and Public Information for Transition	Ongoing Posted to Website as a Resource Friday Vlog Recurring in Friday Letter



POSTAL SERVICE USE ONLY

Eligibility Status Yes No

No-Fee (Group E) Post Office Box Renewal Notice / Annual Verification

Dear Box Customer:

The United States Postal Service® has made no-fee Post Office™ box service available to many customers who are ineligible for carrier street delivery. Each year we must verify the information provided on PS Form 1093, *Application for Post Office Box*, and confirm the continued eligibility of each box customer for no-fee Post Office box service. Please assist us by providing the information requested below.

1. Current Address Information. Complete the required information below by indicating your name and business/organization name (if applicable), current residence or business/organization physical address, telephone number, and email address. No-fee Post Office box service will not be renewed until the applicant's identity and current permanent physical street address where he or she resides or conducts business is verified. At the time of renewal, applicants must present two items of valid current identification; one item must contain a photograph of the applicant. This form must be presented to the Postal Service™ and cannot be mailed.

Name (Last, First, MI. *(include title if representing a business/organization)*)

Business/Organization Name *(if applicable)*

Address *(Number, Street, Suite)*

City

State

ZIP+4

Telephone Number *(include area code)*

Email Address

2. Sign and date this form. I certify that the information I have provided above is true and complete to the best of my knowledge. I understand that anyone who furnishes false and misleading information on this notice or who fails to provide information requested on this notice may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). I have read the **Privacy Act Statement** reprinted below and understand that I may remove the statement from this form and keep it for my records.

Signature

Date

Thank you very much for your cooperation.

Notice 32-N, September 2018
PSN 7610-04-000-5093

Note: *If you would like to keep this copy of the Privacy Act Statement for your records, cut along the dotted line.*

Privacy Act Statement

Privacy Act Statement: Your information will be used to provide Post Office™ box service. Collection is authorized by 39 U.S.C. 401, 403, and 404.

Providing the information is voluntary, but if not provided, we will be unable to provide this service to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings;

to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box customer who has filed a protective court order with the postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies visit www.usps.com/privacyoffice.