



**SILVER SPRINGS HOMEOWNERS ASSOCIATION  
BOARD OF TRUSTEES**

**Silver Springs Single Family HOA  
Application for New or Replacement Mailbox**

According to guidelines adopted by the Silver Springs Single Family HOA Board in 2004, members may apply for approval of alternative mailbox designs. In order to be approved, mailboxes must meet all U.S. postal service regulations (see attached), must comply with county codes applicable to structures within the county easement (must be breakaway to snowplow – wood is acceptable, all other materials must be approved by County Engineer), and must be approved by the Architectural Committee as consistent with the overall style and design of the neighborhood as suggested in the CC&Rs and Architectural guidelines.

Each member seeking a mailbox change must submit:

- 1) A completed mailbox application,
- 2) Proof of County approval (if required)
- 3) A copy of the proposed mailbox plan or complete description (for pre-built boxes) that includes complete measurements and specifications, the materials used, and the proposed color for the final box, and

Name \_\_\_\_\_

Address for proposed box \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Signature certifies that submission meets all applicable USPS and Summit County requirements)

Committee Approval/Disapproval \_\_\_\_\_  
Signature/Date