

Documentation
To Establish A **Delivery ZIP Code**



Please print or type the required information in the spaces indicated.

General Information

1. Post Office name:			State:
2. Name of existing facility:			
3. Current ZIP Code:	4. AZI:	5. Proposed ZIP Code(s):	6. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Proposed facility name:			If yes, how long has it been unassigned?
8. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:			
<i>Note: Pending requests are considered active.</i>			
Completed by:		Title:	Phone: () - -

Mail Distribution Issues (Functions 1 and 4)

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- | | |
|---|---|
| <input type="checkbox"/> Optical character reader | <input type="checkbox"/> Flat sorting machine |
| <input type="checkbox"/> Barcode sorter | <input type="checkbox"/> Manual sorting case |
| <input type="checkbox"/> Other: _____ | |

2. Where is the mail currently processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

3. Where is the mail for the proposed ZIP Code to be processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

Projected Growth Rates (Unsplit delivery area)

Provide 5-, 10-, and 20-year projected growth rates (if the existing delivery area is not split). Also provide and attach additional documentation to support the projected growth rate.

- Newspaper Articles Growth Projections By City and County
 Dodge Reports Other: _____

ZIP Code:	Present ZIP Area		Projected Growth Rates					
	(If left unchanged)		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

ZIP Code: →	Present ZIP Area		Proposed Areas (Include new "present" area)					
	1.		1.		2.		3.	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

Projected Growth Rates (split delivery area)

Provide 5-, 10-, and 20-year projected growth rates (If the existing delivery area is split).

ZIP Code:	Proposed ZIP Area		Projected Growth Rates					
	(New "Present")		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

Additional Delivery ZIP Code Information

1. Indicate the number and percentage of customers who will have to change their 5-digit ZIP Code or delivery address.

Residential customers:

Number:	Percentage: %
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Business customers:

Number:	Percentage: %
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2. Attach a narrative statement of justification explaining why the new ZIP Code area is necessary.

3. If any new facilities are planned for the near future in either the current or proposed ZIP Code, state their type, location, and estimated date of completion.

Type	Location	Date
		/ /
		/ /
		/ /
		/ /
		/ /

4. Indicate explicitly which delivery unit(s) will administer and/or house the carriers for the proposed ZIP Code. (Include the physical addresses.)

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5. Does the current 5-digit ZIP Code serve more than one municipality? Yes No
List the names of all municipalities served by the current 5-digit ZIP Code.

6. Is the proposed ZIP Code split being made along municipal boundaries? Yes No
If no, state the reason(s).

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7. Will these municipalities continue to share the ZIP Codes after the proposed split is approved? Yes No

If yes, list the municipalities and the ZIP Codes serving them.

Municipality	ZIP	Municipality	ZIP

8. Is this proposal the result of a request initiated by the municipality? Yes No
9. Have municipal officials been asked to comment on the proposed boundaries? Yes No
10. Please submit the two maps described below. (Identify municipal boundaries when they are an issue in the proposal.)

Maps (outline in color):

- Current 5-digit ZIP Code area boundaries (indicate location of all delivery units).
- Proposed 5-digit ZIP Code area boundaries (indicate the location of all current and/or proposed delivery units). Use natural and/or constructed boundaries when practical. Also consider current and future municipal boundaries and community-identity issues.

Note: *Clear-cut and easily discernible boundaries are important.*

11. Attach a complete narrative description of existing boundaries as they relate to the current delivery area. This narrative should advise whether the centerline of the streets involved is the actual boundary or is included within the boundary.
12. Attach another complete narrative description of the proposed boundaries, as they will relate to the areas involved if the change is approved. Normally, ZIP Code boundaries should include both sides of a street or highway unless the centerline is the county or state boundary. If the boundary line is the centerline of a street, explain why. Describe how your district will manage customer impact (for example, describe customer, municipal, and congressional notification and media coverage). If you need more space, use the narrative statement of justification.
- Note:** *Centerline boundaries may or may not be efficient for delivery and scheme reasons.*
13. Include a 20-year plan of the ZIP Code.
14. Include a current matrix for all ZIP Codes served from delivery units involved in this split.
15. Include a completed PS Form 1362, *Status Change Request/Report*.