



# Mailbox Incident & Application Report

Mailbox Replacement/Reimbursement

Date of Report \_\_\_\_\_

Address of Incident \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Damage to Mailbox:                      Yes                       No

Damage to Mailbox Post:                      Yes                       No

Date of Incident \_\_\_\_\_                      Time of Incident \_\_\_\_\_

Plow Truck Number or License Plate Number (if observed) \_\_\_\_\_

**Mailbox Damage:** The Town repairs or replaces only mailboxes and/or posts that are actually struck by a plow blade. Usually a paint mark or truck tire tracks supply evidence of a mailbox strike. The Town does not repair or replace mailboxes and/or posts that fall from the force of plowed snow. Mailboxes and supporting posts must be installed to withstand the rigors of snow removal, including the force of snow pushed from the street onto the roadside and should be located in such a way as to minimize damage. Mailbox damage is to be reported within 24 hours of alleged incident.

A Highway Division or designated representative will promptly investigate all reports and will advise you of the decision to reimburse the cost of the mailbox and/or post.

In the event a mailbox or post is physically struck by the Town Highway snow plow, the Town will reimburse the owner up to \$100.00 for the post and/or \$100.00 for the mailbox. The cost of labor is not reimbursable. Mailbox and Post combinations of greater than \$200.00 value are placed at your own risk.

Official Use Only (to be filled in by Highway Representative): \_\_\_\_\_

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