

## Snow Removal - Mailbox Damage Policy

Upper Makefield Township policy is limited to mailbox damage caused by direct contact with a truck or snowplow. The Township is not responsible for damage to a mailbox from the weight of the plowed snow.

Residents are encouraged to inspect the condition of their mailbox and post before the winter season begins. Look for signs of rust or dry rot and make necessary repairs. Mailboxes should be securely fastened to a sturdy post which is firmly anchored in the ground to resist the impact of plowed snow. Placement of the mailbox must meet United States Postal Service regulations to be considered for reimbursement.

If direct contact by a snowplow or truck is suspected, please call the Public Works Department at 215-968-3314 within forty-eight (48) hours from the end of the snow event and/or submit an Upper Makefield Township Mailbox Damage Claim form. Take photos of the damage and do not discard the damaged mailbox before the Township inspection.

The Public Works Superintendent will inspect the mailbox and make a determination based on the inspection. If it is determined that the mailbox damage was caused by **direct contact** with a Township snowplow or truck, residents will be reimbursed up to seventy-five dollars (\$75.00) for the cost of a new mailbox and/or post. The Township will not repair or install mailboxes or posts and is not responsible to replace ornamental mailboxes.



# Upper Makefield *Township*

1076 Eagle Road | Newtown, PA 18940 | p 215.968.3340 | f 215.968.9228 | www.uppermakefield.org



## UPPER MAKEFIELD TOWNSHIP MAILBOX DAMAGE CLAIM FORM

Date of Claim \_\_\_\_\_

Name of Claimant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date, time of event \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail, fax, email or drop off form to: Upper Makefield Township  
1076 Eagle Road Newtown, PA 18940  
Phone 215-968-3314 | Fax 215-968-2336  
email to [tfitch@uppermakefield.org](mailto:tfitch@uppermakefield.org)

### THIS SECTION TO BE COMPLETED BY TOWNSHIP

Investigation results (check all that apply)

- Direct contact made by snowplow or truck
- Reimbursement due (up to \$75.00)
- Claim approved
- Claim denied – Reason \_\_\_\_\_

Claim completion date \_\_\_\_\_

