



LIBERTY TOWNSHIP
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Snow Removal-Damage to Mailbox Policy

January 2025

To provide a fair and uniform resolution to claims involving mailboxes damaged by the Township's snow removal operations, the following policy concerning repair/and or replacement of mailboxes is as follows:

All mailboxes are to be securely fastened to a sturdy post which is firmly anchored in the ground to resist the impact of plowed snow. Snowplow operators make every attempt to exercise care and maintain lower speeds when plowing. The township will only assume responsibility for damage to a mailbox if some part of the plow or vehicle actually hits it.

Owners of mailboxes damaged by direct contact by the Township plow or snow removal vehicle, will be reimbursed up to seventy-five dollar (\$75.00) the cost of a new post and/or mailbox. Receipts for new mailbox replacement must be submitted to the Township. The township will not repair or replace any mailboxes or posts.

The owner of the mailbox has forty-eight (48) hours from the end of a snow event to submit a claim for reimbursement. Claim forms can be found online or picked up at the township office. Claims must be submitted to the Liberty Township Office.

A representative from the Township will perform an inspection of the damage. If it is determined that a Township plow or vehicle did indeed make direct contact with the mailbox, the claim will be honored. Claims will be denied if the mailbox was knocked over by snow or slush that was pushed by the plow. A mailbox or post will not be considered for reimbursement if the post shows signs of dry rot or is otherwise unstable.

Mailbox Claim Form

Name of Claimant: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Incident: _____ Requested Reimbursement Amount (Receipt Required): _____

Home Phone: _____ Cell Phone: _____ Email: _____

Additional Comments: _____

Claimant Signature: _____ Date: _____

