

Town of Washington Mailbox Repair Policy

The Town of Washington will repair or replace mailboxes damaged directly by Town equipment during snow removal operations provided the mailboxes meet the following criteria:

- The mailbox was installed and maintained according to United States Postal Department standards.
- The mailbox, supports, and post are of sound structural condition to withstand winter snow removal operations.
- Upon inspection, the Town Foreman, or his designee, declares that the town plow or wing did in fact make contact with the mailbox or the support and the movement of snow did not cause the damage. This does NOT cover any mailboxes that are damaged by flying snow from plow trucks or other vehicles.
- The homeowners or residents have made a diligent effort to delineate or otherwise mark and keep mailbox area cleared of snow to make the mailbox visible and to ensure that private plow operators have not caused the damage.

Homeowners or residents must file a mailbox repair form with the Town Clerk no later than May 1st of each year, immediately following the plowing season. The form can be mailed directly to the address below or emailed Town Clerk at clerk.townofwashington@gmail.com. Claims will then be forwarded to the Town Foreman for review and approval.

In the event the mailbox meets the above criteria in the opinion of the Town Foreman or his designee, the Town will make necessary repairs as follows:

- A basic standard USPS steel mailbox will be provided.
- A standard 4" x 4" post and support will be used in any repair or replacement.
- Temporary repairs may be made during the winter until permanent replacement or repairs can be made in the spring.

If a decorator type mailbox and/or post is damaged and requires replacement, the Town will reimburse the resident for the cost of materials for the standard steel type mailbox and post previously referenced and it shall be the responsibility of the resident to purchase and install the decorator mailbox and post. The reimbursement will in no event exceed \$50.00.

The decision to repair or replace a mailbox and/or support system rests solely with the Town Foreman or his designee.

Mailbox Damage Reports must be submitted by May 1st to:

Town of Washington
2301 Town Hall Road
Eagle River WI 54521

Town of Washington

MAILBOX DAMAGE REPORT FORM

Complainant Name: _____

Mailbox Address: _____

Phone # _____ Email _____

Date/Time Damage: (actual or estimated) _____

Notes : _____

Are you requesting that the Town install the replacement mailbox: _____ YES _____ NO

(If the Town installs a replacement or repairs the existing unit, the mailbox and/or repair materials will be provided by the Town, and no reimbursement will be issued.)

FOR OFFICE USE ONLY:

Date Claim Received: _____ Date/Time of Inspection: _____

Inspection Determination: _____

Reimbursement Approved by: _____ Date of Reimbursement: _____

OR

Date of Mailbox Repairs: _____ Repaired by: _____
