



CITY OF NORTHAMPTON
MASSACHUSETTS

CITY OF NORTHAMPTON
Mailbox Replacement Policy; Revised and Approved 11/14/2011

The intent of this policy is to establish a uniform process to reimburse citizens for mailbox damage due to snow removal operations performed by the City.

The City's primary obligation is to ensure that its roadways are kept free of snow and ice. It is also understood that most mailboxes are located inside the public right of way, and therefore, damage to them is often unavoidable. Therefore, this policy assumes there is a shared responsibility between the City and homeowner when mailboxes are damaged during snow removal operations.

Any citizen may file a mailbox damage claim with the City. Such claims shall be submitted in writing and within 30 days from the date of the alleged damage. Upon investigation of the circumstances involved, the City may authorize a flat reimbursement of up to \$50.00 towards the purchase/installation of a standard, USPS acceptable box. This amount is intended to cover any and all damages to the mailbox, post and brackets. No reimbursement in excess of \$50.00 shall be provided, regardless of the location, size, original cost or elaborateness of the mailbox and post. Only one reimbursement request per address will be accepted for each winter season.

Reimbursement is made by the City of Northampton in the form of a voucher for up to \$50.00 valid at Florence Hardware, Foster Farrar, or Northampton Lumber. Voucher expires May 31, 2012.

This policy shall be effective immediately and shall remain in place until rescinded or modified.



CITY OF NORTHAMPTON
MASSACHUSETTS

**City of Northampton
Mailbox Reimbursement Request**

I, _____, of _____ (address),
Northampton hereby request reimbursement for damages caused to my mailbox and related
fixtures caused by snow removal operations on _____
_____ (date).

Describe damages:

I understand the City of Northampton has a right to review this claim, and may reimburse me up
to \$50.00 for damages to the mailbox, post and brackets. No reimbursement shall exceed
\$50.00 regardless of the location, size, original cost or elaborateness of the mailbox, post and
brackets. **Reimbursement is made by the City of Northampton in the form of a voucher for
up to \$50.00 valid at Florence Hardware, Foster Farrar, or Northampton Lumber.
Voucher expires May 31, 2012.**

This claim must be submitted within thirty (30) days of the date of the alleged damage.

*Submit to: Mary Midura, City Council Executive Secretary, 210 Main Street, Room 16,
Northampton, MA 01060.*

I affirm the above statement is true to the best of my knowledge and belief.

(Signature)
(Date)

For City Use Only

Date Received: _____

Reviewed by: _____

Recommended Action: _____

cc: Department of Public Works Director