



# Township of Middletown

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## Snow Removal - Damage to Mailbox Policy

In order 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.

In accordance with current postal guidelines, mailboxes are to be installed at least six (6) to eight (8) inches from the front face of the curb or edge of the pavement. The height of the bottom floor of the mailbox should be between 41" and 45" from the road surface. A semi-arch or extended arm-type support is recommended so that the snowplow can sweep under the box, avoiding contact.

Owners of mailboxes damaged by direct contact with a Township plow or snow removal vehicle, will be reimbursed fifty (\$50.00) dollars for the cost of a new post and/or mailbox. 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. Claims must be in writing and mailed to:

Middletown Township  
Department of Public Works  
700 Veterans Highway  
Levittown, PA 19056

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. Snowplow operators make every attempt to exercise care and maintain lower speeds when plowing in areas where mailboxes are curbside. However, sometimes due to heavy snow and slush conditions, higher speeds must be maintained to clear the roadway.