

## SNOW REMOVAL/DAMAGED MAILBOX POLICY

As of January 7, 2019

Snow removal requires that the snow be plowed onto and over the curb-line of the street or road within the public right-of-way. Flying snow or ice can be expected to be thrown from the snow plowing equipment. The Township is not responsible for any damage to mailboxes resulting from any snow removal operations except for damages directly caused by Township snow plowing equipment (e.g., mailbox actually struck by equipment). Any qualified mailbox damage will require a Township Mailbox Claim Form accompanied with a police report. Reimbursement will be subject to review and approval by the Board of Supervisors. Amount of reimbursement not to exceed \$150.00.

To limit snow damage and the amount of snow that may cover your driveway entrance, common practice gives the following advice: remove snow by shoveling or blowing the snow onto your property beginning at a point approximately 20 feet prior (direction of travel) to the driveway entrance. This will allow a location for the snow to be displaced from the snowplow. **NOTE: It is illegal to discharge any snow onto public streets or roads.**

By adopting this policy, the Township does not waive any defense or immunities that may be available to it. The Township reserves the right to revise this policy at any time.

Some recommendations:

- Ensure the mailbox does not extend over the rear of the curb-line. Place posts or other holding structures as far from the road as possible.
- Mailboxes should be installed per the Federal Highway and U.S. Postal Service guidelines. These Installation guidelines state mailboxes should be placed so that the front of the mailbox is 6" to 8" from the curb or 12" from the edge of the pavement on streets without curb; the mailbox should be from 41" to 45" above the road measured to the bottom of the box.
- Use full, 4x4, treated wood posts to mount mailboxes on; plastic posts are brittle in winter and are not recommended for northern climates; some manufactures have a design that allows a 4x4 wooden post to slide entirely into the plastic structure; other manufacturers have stronger, more solid structures.  
**For Up-To-Date USPS mailbox guidelines, please visit their Internet Home Page, [www.usps.com/manage/mailboxes.htm](http://www.usps.com/manage/mailboxes.htm).**
- Clear snow along the curb-line at least 20 feet prior to the mailbox; ensure the snow is thrown or blown away from the streets.

Disclaimer: Caernarvon Township is not admitting to any liability for damages sustained to your mailbox during snow removal based upon the review or payment of your claim. Upon receipt of your claim, the Caernarvon Township Board of Supervisors will review your claim and you will be notified of the approval or denial of your claim. Your claim must be submitted within 48 hours of the loss. Failure to submit your claim within this time period will result in the denial of your claim. Damages resulting from snow coming off of the plow is not an approvable claim.

## CAERNARVON TOWNSHIP CLAIM FOR MAILBOX DAMAGE

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

Address \_\_\_\_\_

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

Date and Time of Loss: \_\_\_\_\_

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

Email \_\_\_\_\_

Mailbox Claim Amount \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Claimant Signature and Date:

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Mail, Fax, or Drop off this form to: Caernarvon Township Berks County  
P.O. Box 294  
3307 Main Street  
Morgantown, PA 19543  
(610) 286-1010 Fax: (610) 286-1001

Township approval date: \_\_\_\_\_ Amount approved: \_\_\_\_\_