



Township of Northampton

Northampton Township Municipal Complex • 55 Township Road, Richboro, PA 18954-1592

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SNOW AND MAILBOX DAMAGE

Northampton Township Public Works Crews pay close attention to avoid mailboxes in the right-of-way. Mailboxes are rarely hit by plows, however a mailbox with a weakened support may be toppled by the snow rolling off the end of the snowplow which is not an approvable claim.

Under Northampton Township's Mailbox Replacement Policy it limits repairs by the Township where a snowplow comes into direct contact with a mailbox or post, and specifically states that the Township is not responsible for damage cause by plowed snow.

The Public Works Department is asking homeowners to inspect and evaluate the condition of their mailbox and its support prior to the onset of winter weather. The mailboxes and the posts that support them may require maintenance or replacement. Residents should make sure mailboxes are firmly attached to the post and the post is constructed sturdily enough to withstand the weight of the snow as it comes off the end of the snowplow. Homeowners should also check the placement of their mailbox to ensure that it is not leaning into the street.

Residents are also reminded that they are responsible for clearing their mailbox area of snow to ensure mail delivery.

What To Do If Your Mailbox Is Damaged

In the event that your mailbox is damaged during snow removal operations you should do the following:

- Take photos of the damaged mailbox
- Complete the **Mailbox Damage Form**. This can be submitted emailed to lkane@nhtwp.org, faxed 215-357-2059, or drop it off to the Administration Building.
- The Public Works will either repair the existing mailbox or pay for a replacement.
- Under the mailbox replacement policy the maximum reimbursement for repairs is \$60.00. The policy also states the Township will not be responsible to replace ornamental mailboxes, or to repair any lawn areas outside the road right-of-way.



NORTHAMPTON TOWNSHIP CLAIM FOR MAILBOX DAMAGE

**Name of
Claimant:**

Address

City/State/Zip

**Date and Time of
Loss:**

Home Phone

Cell Phone

Email

Mailbox Requires (Check one)

Repair by Public Works

Repair and Replacement by Public Works

Reimbursement in the amount of \$60.00 & I will complete the repair myself.

**Additional
Comments**

Claimant Signature and Date

Mail, Fax, Email or Drop off this form to: Northampton Township
55 Township Road
Richboro, PA 18954
215-355-3433 Fax: 215-357-2059

lkane@nhtwp.org

Disclaimer; Northampton 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, Public Works will investigate the issue 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.