

WASHINGTON TOWNSHIP

Policy & Procedure

Title:	Mailbox Policy	Revised:	
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Purpose

To provide a fair and uniform resolution to incidents involving mailboxes damaged by a Township snowplow.

Scope

This policy applies to residential mailbox damages on roadways maintained by the Washington Township Public Works Department.

Policy Statement

It is essential for the township to clear the entire width of the roadway of snow and ice to enable traffic flow and facilitate drainage. Mailboxes and their posts are the responsibility of the property owner to maintain. Please make sure your mailbox is firmly attached to the post and that the post is structurally sound.

Policy Procedure

Damage to the mailbox and/or post from snow thrown from the snowplow is not the Township's responsibility. Property owners are solely responsible for the repair and/or replacement of the mailbox and post in the event the snow cast from the plow is the cause of the damage. A paint mark or truck tire tracks typically supply evidence of a mailbox strike.

If a mailbox has been physically struck by a Township snowplow it must be reported to the Public Works Department within 24 hours. A representative from the Public Works Department will investigate.

If it is determined the mailbox was indeed struck directly by a Township truck or snowplow and the mailbox was installed in accordance with the United States Postal Service's Mailbox specifications (41" to 45" off the ground and back 6" to 8" from behind the curb), the Township will replace the existing mailbox and post with a standard mailbox and post as soon as workload permits. Custom mailboxes and posts will not be replaced in-kind. The Township will instead offer a reimbursement not to exceed \$50.00 for damage to custom mailboxes. In this instance, it shall be the responsibility of the homeowner to make the necessary repairs and provide a receipt for reimbursement. No mailbox or post will be considered for replacement or reimbursement if the post shows dry rot, excessive rust or is otherwise unstable or was placed too close to the roadway. Please refer to the attached United States Postal Service drawing for proper mailbox installation.

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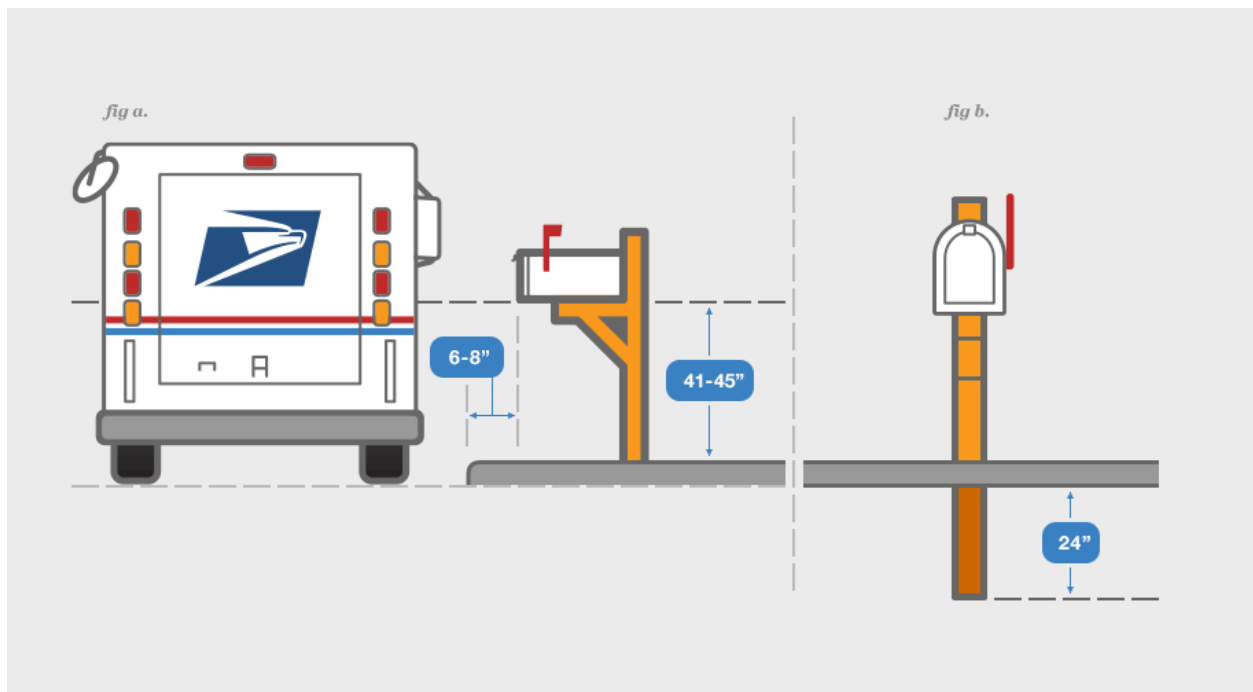
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The following is PennDOT's policy on mailboxes:

"PennDot allows property owners to place mailboxes within the limits of the legal right-of-way out of respect for the U.S. Postal Service's need to deliver, and amil customers' convenience of delivery. But because those boxes are within the right-of-way, damages are the responsibility of the property owner."

Basketball hoops and any other similar personal property placed within the Township right-of-way is not permitted and will not be replaced, repaired, or reimbursed by the Township.

The Roadmaster or designated representative is authorized to use reasonable discretion in resolving matters involving unusual circumstances.



United States Postal Service drawing for proper mailbox installation. [Reference website](#)