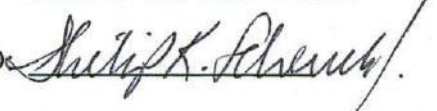


**TOWN OF BLOOMFIELD**  
**POLICY MEMORANDUM**

SUBJECT: Mailbox Reimbursement (Repair) Policy NO: 401.01  
DATE: 11/1/2012  
AMENDED: 02/12/2014  
DISTRIBUTION: General Public BY: John P. Lawlor, Jr.  
Director of Public Works

APPROVED: 

**I. PURPOSE**

As a result of snow operations during winter months, occasional damage may occur to mail boxes. The damage may result from the direct strike of a snow plow or from snow being thrown against the mail box.

Residents and taxpayers are advised of the importance of proper placement and anchoring of their mailboxes and posts so that damage to the boxes does not result from winter snow operations.

This policy is adopted in order to provide a guide on how best to address complaints regarding mailbox damage as a result of winter operations. Additionally, this policy informs Bloomfield Residents on the proper location and installation requirements for their mailboxes.

**II. RESPONSIBILITY**

The Public Works Department receives notification from residents who are claiming their mail box was damaged as a result of winter snow operations. The Public Works Department investigates the claim and determines eligibility for reimbursement based on the policy below.

**III. FORMS**

None

**IV. PROCEDURE**

- A. All mail boxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow
- B. No part of a mail box arm or post may be closer than eight inches (8") from the fact of the curb or edge of pavement to prevent contact by the snow play, in accordance with US Postal Service Guidelines'

- . In the event a mailbox or post is physically struck by a Town of Bloomfield Public Works snow plow, the Town will reimburse the owner \$50.00 for the post and/or \$25.00 for the mail box. No additional cost incurred by the owner, including labor, will be reimbursed. Reimbursement will not occur for damage caused by entities other than the Town of Bloomfield.
- A. No mail box or post will be reimbursed if damage was caused by the force of snow thrown by a snowplow.
- B. The Public Works Department will promptly investigate all complaint reports of damaged mailboxes and will advise the complainant of the decision to reimburse (or not) the cost of the mailbox and post.

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United States Postal Service regulations: <https://www.usps.com/manage/known-mailbox-guidelines.com>