

# St. Joseph County Road Commission

David H. Allen, Chairman  
Richard C. Anderson, Vice Chairman  
Rodney D. Chupp, Member

John W. Bippus, Member  
Eric B. Shafer, Member

## MAILBOX AND/OR POST DAMAGE REPORT

Name: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Post Damage: \_\_\_\_\_ Mailbox Damage: \_\_\_\_\_

Please indicate type of damage and include photo of damage: \_\_\_\_\_

If you have purchased a replacement mailbox please include your receipt, keeping in mind that the maximum amount refunded will only be \$25.00.

Please choose one of the following options:

\_\_\_\_\_ Reimbursement of \$25.00, which will be paid by a Road Commission check and **mailed to above address.**  
(Internal purpose only) Check Number and Check Date \_\_\_\_\_

OR

\_\_\_\_\_ Personally pick up one standard metal mailbox and/or post from the Road Commission.  
Date mailbox and/or post picked up \_\_\_\_\_

## MAILBOX REPLACEMENT POLICY

The St. Joseph County Road Commission will issue a check in the amount of \$25.00 to compensate county residents and/or business establishments for mailbox and/or post damage that occurs during Road Commission snow plowing operations along roads under its jurisdiction.

If preferred, regardless of the type and size of the original mailbox, a standard metal mailbox and/or post carried in the Road Commission's inventory, can be picked up at the Road Commission office at 20914 M-86, Centreville.

Residents shall be limited to one (1) \$25.00 reimbursement or mailbox and/or post replacement per winter season.

For mailbox and/or post damage that occurs outside of the winter snow plowing season, the repair or replacement will be resolved at the Road Commission's discretion.

All previous policies regarding reimbursement or replacement of a damaged mailbox and/or post shall be rescinded and replaced by this policy.

Adopted: October 29, 2008

Local \_\_\_\_\_ Primary \_\_\_\_\_ Twp. \_\_\_\_\_ Road # \_\_\_\_\_