

MAILBOX / MAILBOX POST POLICY

WHEREAS, it is necessary in certain areas of the City limits of Noblesville for residents to install mailboxes on posts in public rights of way to receive mail; and,

WHEREAS, the Noblesville Street Department has the responsibility for maintaining these rights of way including removal of snow and ice from the traveled portion of the roadway; and,

WHEREAS, the occasional damage to these mailbox / post installations is unavoidable.

THEREFORE, the following Policy is in effect which requires that under certain conditions, the Street Department will replace mailboxes and posts, or pay a cash amount up to Forty-five Dollars (\$45.00) for damages resulting from maintenance activities pursuant to the following conditions (\$20.00 for a mailbox only, \$25.00 for a post only):

1. A Street Department employee who knows that damage was done to a mailbox or post during a maintenance activity and reports same to the office.
2. The owner of the installation reports the damage within seven (7) working days of when the damage occurred and signs a statement on a form provided by the Street Department which states that he/she has reason to believe that the Noblesville Street Department is the cause of the damage.
3. All claims will be made on the enclosed form and may be investigated. In questionable circumstances, claimant will be given benefit of doubt.
4. Temporary replacement by the City, unless denied, will be made within three (3) working days (weather permitting). Permanent repairs will be made as soon as possible, as weather and materials allow, from the time that signed claim is received.

5. Replacement by the City will be on a standard 4x4 timber mailbox post with a standard black mailbox (18 x 7 ½ x 6 ¼) as approved by the Postmaster General, with house numbers applied being 4" white numerals. The Street Department will not replace mailboxes or posts to subdivision standards. It is understood that the homeowner, the association, or the subdivision developer shall be responsible to supply an exact replacement if a covenant requires. In this instance, it is suggested that the homeowner purchase their own mailbox and post and be reimbursed up to Forty-five Dollars (\$45.00) to be used towards the requirements of the subdivision.
6. Reimbursement, if requested, will be made by check within thirty (30) days of claim, unless denied.

Compensation given under this Policy does not constitute a fault or admission of guilt by the City. The act of replacing or compensating funds due to damages during maintenance in winter months is the result of a high probability factor and the City's willingness to maintain a goodwill relation with City residents.

The City as owners and the governing body of all City rights-of-ways shall accept, reject or determine any appropriate action for compensation of claims received under this Policy. When claims are denied, appeals will be heard by the Noblesville Board of Public Works and Safety.

This Policy is effective immediately upon acceptance by the Board of Public Works and Safety.

ADOPTED THIS 11th DAY OF Nov, 2003.

BOARD OF PUBLIC WORKS AND SAFETY

Dennis R. Redick
Dennis R. Redick

Lawrence J. Stork
Lawrence J. Stork

C. Murphy White
C. Murphy White

ATTEST:

Joan S. Gross
Clerk-Treasurer

MAILBOX & POST DAMAGE NOTIFICATION FORM

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____ SUBDIVISION: _____

DATE OF DAMAGE: _____ DESCRIPTION OF DAMAGE: BOX _____ POST _____ BOTH _____

FURTHER DESCRIPTION OF DAMAGE: _____

CHECK ONE:

_____ I agree that the City of Noblesville Street Department will install one standard sized mailbox on a 4" x 4" post to replace the damaged mailbox and/or post.

_____ I agree that the City of Noblesville Street Department will install a mailbox and/or post in accordance with the HOA requirements in our subdivision.

OR

I agree that this amount is full compensation for my damaged mailbox and/or post and agree to take full responsibility for the replacement.

_____ I agree to accept \$25.00 for damage done to my post

_____ I agree to accept \$20.00 for damage done to my mailbox

_____ I agree to accept \$45.00 for damage done to both my mailbox and post

_____ TOTAL COST OF REIMBURSEMENT

I also acknowledge:

- a. The above amount will be paid in the normal payment cycle of Noblesville Street Department which may be thirty (30) days from this date; and
- b. If my mailbox is replaced with substandard materials, City of Noblesville may deny claims later for damage to the replacement box.

I hereby certify under the penalties of perjury the following:

1. All information contained on this form is true and correct.
2. In the event it is determined that the facts contained herein are untrue, the City may, after investigation, forward this claim to the Hamilton County Prosecutor for prosecution.

Dated this _____ day of _____, 20__.

Signature

Printed