

**Upper Dublin Township Snow Plowing/Road Work Damage to Mailbox  
Request for Resident Mailbox Inspection/Reimbursement**

*This form is to be used to submit a claim for damage to a residential mailbox as the result of Township work in the public right-of-way, such as snow removal, road paving, or leaf collection. An inspection will be conducted to determine that the mailbox was originally installed according to code specifications (see attached). The Township limits its liability and is not responsible for ornate, fancy or expensive installations. Upon review of this request, you will be notified as to the outcome of the inspection.*

What caused the damage to your mailbox?

\_\_\_\_\_ Township Snow Plow

\_\_\_\_\_ Township Vehicle

\_\_\_\_\_ Other \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of problem/damage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit completed form to Upper Dublin Township, Attn: Public Works, 370 Commerce Drive, Fort Washington, PA 19034 or [rbarrett@upperdublin.net](mailto:rbarrett@upperdublin.net).**

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**For Township Use Only:**

Date Inspected: \_\_\_\_\_ By: \_\_\_\_\_

Eligible for Reimbursement \_\_\_\_\_ Amount: \_\_\_\_\_