



## MAILBOX REPLACEMENT POLICY

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At times, mailboxes are struck by Spencer Township Road Maintenance Vehicles such as mowers and snowplows. However, it is the snow coming off the snowplow not the actual plow that has caused the damages to the mailbox and at times making it inaccessible to have mail delivered.

If you believe that your mailbox was damaged by a Spencer Township Road Maintenance Vehicle, it is the responsibility of the homeowner to file a damage claim with the Spencer Township Road and Maintenance Office. **ALL CLAIMS ARE TO BE MADE WITHIN TWO (2) WORKING DAYS OF THE OCCURANCE. ALL CLAIMS ARE TO BE MADE EITHER IN OFFICE OR VIA EMAIL.** Claim forms are available on the Spencer Township website and the Spencer Township Administrative Office. Once the claim has been received, a member of the Spencer Township Road Maintenance will visit the property to assess the damage. Mailboxes will only be replaced if it has been found that the cause of the damage was from one of the Spencer Township Maintenance Vehicle's. Please be aware that Spencer Township will not replace damaged mailboxes or supports when the damage is due to the force of snow or any other object thrown at the mailbox OR when the property owner has not mowed within 7 feet of each side of the mailbox, if damaged by a mower.

Mailboxes that have not been installed in compliance with the "Guidelines for Construction and Installation of Mailboxes" issued by the Office of the Lucas County Engineer will not be replaced under any circumstances.

After inspection, Spencer Township reserves the right to refuse to replace any damaged mailbox in the opinion of a member of the Spencer Township Road and Maintenance Department if, at the discretion of the Spencer Township Board of Trustees, finds that it does not appear that a Spencer Township Road Maintenance Vehicle (snowplow or mower) was operated in a negligent manner and or if the mailbox was not installed in accordance with the Guidelines for Construction and Installation of Mailbox.

When a mailbox is directly damaged during snow removal or mower operation in accordance with this policy, Spencer Township will:

1. Replace with a standard mailbox and post
- OR
2. Compensate the owner for the damage. Maximum compensation is \$40. If the owner chooses this option, the owner is responsible for repair/installation of the mailbox and post.



630 N. Meilke Rd  
P.O. Box 28  
Holland, Ohio 43528  
419-865-2883

### MAILBOX DAMAGE CLAIM FORM

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In accordance with the Mailbox Damage Policy, dated March 1, 2022, Spencer Township will only repair or replace a mailbox when it has been directly damaged by the snowplow or mower. Spencer Township will not replace damaged mailboxes or supports when the damage is due to natural occurrences (snow and or wind) or any other objects thrown at a mailbox. Also when the property owner has not mowed within 7 feet of each side of the mailbox if damage was caused by a mower.

Submit to Spencer Township by mail at the address above or email the Road and Maintenance Department at [maintenance@spencertownship.org](mailto:maintenance@spencertownship.org)

CLAIMS MUST BE SUBMITTED WITHIN TWO (2) WORKING DAYS OF THE OCCURRENCE.

DATE OF DAMAGE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILBOX REPLACEMENT

REMINBURSMENT CHECK FOR \$40.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

DATE: \_\_\_\_\_ STRMD: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED \_\_\_\_\_