

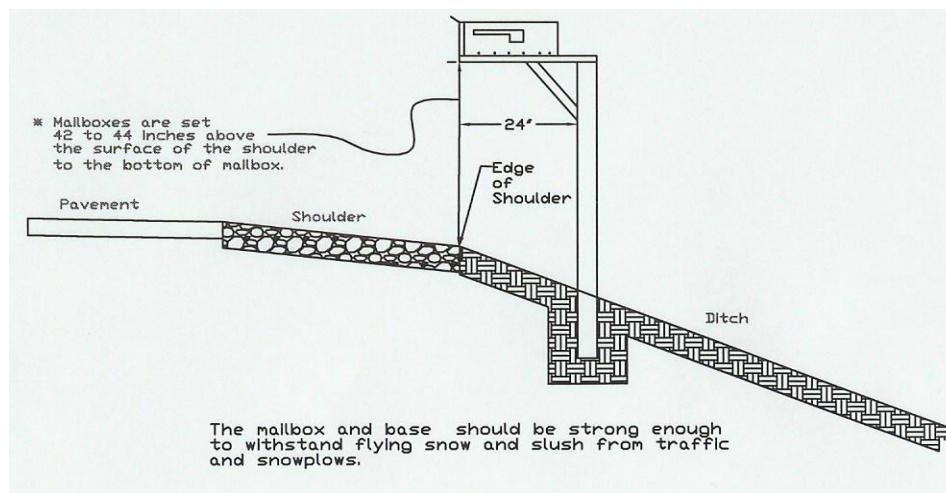
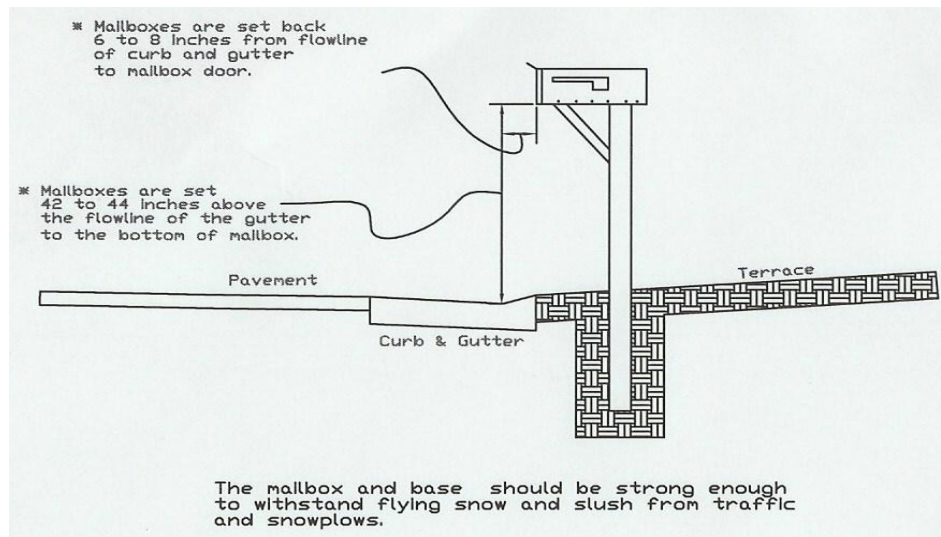


Town of Greenville Mailbox Replacement Policy

The Town of Greenville has adopted the following policy for mailboxes damaged directly by Town crews during snow plowing:

- Claims must be submitted to the Public Works department within 36 hours after damage. All claims will be reviewed by Town Employees to be repairable or need of replacement.
- The Town will only replace mailboxes that are physically hit by the snowplow. Any mailboxes that are damaged by flying snow or other vehicles will not be repaired or approved for replacement.
- Only correctly installed mailboxes will be repaired or replaced. The resident is responsible for installing their mailbox to Town and Post Office standards.
- All mailboxes that are able to be repaired to working condition will not be replaced. Scratches, dents etc., that do not affect the mailbox from working properly does not constitute a need for replacement. Town crews will fix the damage to the best of their ability and the claim will not be approved for replacement.
- All residents whose claims are approved for replacement have two options:
 - 1) Upon request, Town Crews will install a replacement mailbox. If Town crews are replacing the mailbox, the Town of Greenville will provide the replacement mailbox and materials, therefore, no reimbursement of materials or mailbox will be given to home owner. A standard black mailbox and 4x4 post will be used to replace all mailboxes the Town installs.
 - 2) The Town will provide reimbursement up to \$50.00 per mailbox damaged by Town crews. Reimbursement is limited to material cost only and must be installed by the home owner to Town and Post Office standards.
- Residents who choose to purchase and install their own mailboxes, must complete installation and turn in the receipt and damaged mailbox to the Public Works Department BEFORE May 1st. All reimbursement approvals are void after this date and will not be reimbursed.
- New mailboxes installed by the home owner must be installed in accordance with Town and Postal Service standards.

These diagrams illustrate a properly installed mailbox according to Town standards.





Town of Greenville Mailbox Damage Report

Date of Damage: _____

Name: _____

Address: _____

Phone #: _____

Notes: _____

Are you requesting that the Town install the replacement mailbox? **YES** **NO**

- OR -

Are you requesting reimbursement for a new mailbox you purchased? **YES** **NO**

If you select this option and a replacement mailbox was already placed at your address by the Town, it will be pulled immediately upon receiving this form.

If you are requesting reimbursement, please attach the following:

- Pictures of Damage
- Receipts for Materials

Requests and damaged mailboxes must be submitted by May 1st to:

Mailbox Damage
Greenville Public Works Department
W6860 Parkview Dr
Greenville, WI 54942

FOR OFFICE USE ONLY:	
Date Claim Received: _____	Reimbursement Approved by: _____
Date of Reimbursement: _____	Date of Mailbox Installation/Repair: _____
Reimbursement Total: _____	Installed/Repaired by: _____
Staple Receipt and Pictures to Back of Form Damaged Mailbox Received? Yes / No	