



## Lower Macungie Township

3400 Brookside Rd.  
Macungie, PA 18062  
Phone: 610-966-4343  
Fax: 610-965-3654

[www.lowermac.com](http://www.lowermac.com)

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# SNOW AND MAILBOX DAMAGE

Lower Macungie Township Public Works Crews pay close attention to avoid mailboxes in the right-of-way. Mailboxes are rarely hit by plows, however a mailbox with a weakened support may be toppled by the snow rolling off the end of the snowplow which is not an approvable claim. Under Lower Macungie Township's Mailbox Replacement Policy, it limits repairs by the Township where a snowplow comes into direct contact with a mailbox or post, and specifically states that the Township is not responsible for damage cause by plowed snow.

The Public Works Department is asking homeowners to inspect and evaluate the condition of their mailbox and its support prior to the onset of winter weather. The mailboxes and the posts that support them may require maintenance or replacement. Residents should make sure mailboxes are firmly attached to the post and the post is constructed sturdily enough to withstand the weight of the snow as it comes off the end of the snowplow. Homeowners should also check the placement of their mailbox to ensure that it is not leaning into the street. Residents are also reminded that they are responsible for clearing their mailbox area of snow to ensure mail delivery.

## What To Do If Your Mailbox Is Damaged

In the event that your mailbox is damaged by a direct plow strike during snow removal operations you should do the following:

- Take photos of the damaged mailbox (do not move mailbox unless it is in roadway). Call Public Works Dept. within 48 hours after the storm has subsided to report the damage.
- Complete the Mailbox Damage Form.
- This can be submitted online, fax to 610-965-8316, or drop it off to the Township Municipal Office.
- If plow strike is determined, the Public Works Dept. will either repair the existing mailbox or pay for a replacement.
- Under the mailbox replacement policy the maximum reimbursement for repairs is \$75.00. The policy also states the Township will not be responsible to replace ornamental mailboxes, or to repair any lawn areas outside the road right-of-way.



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Name of Claimant: \_\_\_\_\_

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

City/Zip \_\_\_\_\_

Date and Time of Loss: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailbox Requires (Check one)

- Repairs by Public Works
- Repair and Replacement (standard metal mailbox & post) by Public Works
- Reimbursement in the amount of \$75.00 & I will complete the repair myself

Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Claimant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Mail, Fax, Email or Drop this form to:  
Lower Macungie Township  
3400 Brookside Rd  
Macungie, Pa 18062

[PWD@lowermac.com](mailto:PWD@lowermac.com)

Phone: 610-966-4343 Fax: 610-966-8316

Disclaimer: Lower Macungie Township is not admitting to any liability for damages sustained to your mailbox during snow removal based upon the review or payment of your claim. Upon receipt of your claim, Public Works will investigate the issue and you will be notified of the approval or denial of your claim. Your claim must be submitted within 48 hours of the loss. Failure to submit your claim within this time period will result in the denial of your claim. All claims will be determined by a site visit. Should a resident agree to monetary reimbursement, the Township will, at its discretion, verify repair/replacement of the mailbox. Damages resulting from snow coming off the plow is not an approvable claim.