

# MAILBOX DAMAGE CLAIM



CITY OF  
**PIERRE**

S O U T H   D A K O T A

NAME

ADDRESS

PHONE

EMAIL

DATE OF DAMAGE

DAMAGED BOX  
ADDRESS

The City's primary obligation is keeping roadways free of snow and ice. To avoid damage to your mailbox, place it outside the public right-of-way.

## CLAIMS

If your mailbox was damaged as a result of city snow removal operations, you can file a mailbox damage claim with the City. Such claims must be submitted in writing and delivered to City Hall within 30 days of the date of the alleged damage. Mailboxes that lean over the curb or have compromised post supports are not eligible for reimbursement.

## REIMBURSEMENT

The Street Department will investigate the circumstances involved and may authorize a reimbursement equal to repair costs or up to \$50.00 towards the purchase/installation of a standard, USPS acceptable box. No reimbursement in excess of \$50.00 shall be provided. Only one reimbursement request per address will be accepted for each winter season. The City will not fix or install the mailbox.

## PROCESS

An invoice detailing the cost of replacement materials must be provided before a claim will be paid. File your claim and any supplemental information by mail or in-person with the City Finance Office, City Hall, 2301 Patron Parkway, Pierre, South Dakota 57501. The City must verify conditions of the mailbox and support post; do not dispose of damaged materials before City review.

## APPROVAL INTERNAL USE

- Mailbox was 41" to 45" from the road surface as required by USPS.
- Mailbox was 6" to 8" back from the curb as required by USPS.
- Mailbox was straight and not leaning over the curb.

Mailbox Post was:

- Wood
- Metal
- Other
- There were no indications of rotting wood or deterioration of metal at the base of the post.

