



TOWN OF PLAINFIELD MAILBOX/POST POLICY

WHEREAS, it is necessary in the Town of Plainfield for residents to install mailboxes on posts in public right of way to receive mail; and,

WHEREAS, the Town of Plainfield Department of Public Works has the responsibility for maintaining these rights of way including removal of snow and ice from the traveled portion of the roadway; and,

WHEREAS, the occasional damage to these mailbox/post installations is unavoidable.

THEREFORE, the following Policy is in effect which requires that under certain conditions, the Department of Public Works will replace mailboxes and/or posts, or pay an amount of Seventy-five Dollars (\$75.00) for damages resulting from maintenance activities pursuant to the following conditions:

1. A Public Works employee who knows that damage was done to an installation during a maintenance activity and reports same to the office.
2. The owner of the installation reports the damage within seven (7) days of when the damage occurred and completes and signs the Mailbox & Post Damage Notification Form. This Form is available at the Department of Public Works Office at 986 S. Center Street, Plainfield or via the Town website at www.townofplainfield.com . The Mailbox &

Post Damage Notification Form must be returned to the Department of Public Works within seven days (7) of when the damage occurred in order to be eligible for replacement or a cash payment.

3. All claims will be made on the Form and may be investigated. In questionable circumstances, claimant will be given benefit of doubt. When claims are denied, appeals will be heard by the Town of Plainfield Town Council.

4. Replacement by the Town, unless denied, will be made within three (3) days (weather permitting) of time that the signed Form is received.

5. Replacement components provided by the Town will be a black mailbox equivalent in size to the damaged, with 4" white house numbers and/or (depending on the extent of damage) a standard 4x4 treated timber mailbox post.

6. Cash payment, if requested, will be made within thirty (30) days of claim, unless denied.

This policy is effective immediately upon acceptance by the Town of Plainfield Town Council.

TOWN COUNCIL

PLAINFIELD, INDIANA

By: /s/ Robin G. Brandgard
Robin G. Brandgard, Council President

Attest:

By: /s/ Wesley R. Bennett
Wesley R. Bennett, Clerk-Treasurer

Date: _____