



# *Town of Stafford Connecticut*

**Public Works Department**  
1 Main Street  
Stafford Springs, CT 06076  
e-mail [dpw@staffordct.org](mailto:dpw@staffordct.org)  
Phone: (860) 684-3448  
Fax: (860)-684-1782

## **POLICY STATEMENT** **WINTER MAILBOX DAMAGE**

Mailboxes and their posts are the responsibility of the individual homeowner to maintain, within the specifications set forth in the guidelines for installation (attached).

During a storm, when roads are being plowed, snow or ice may hit mailboxes. Please make sure that your mailbox is firmly attached (see guidelines) to the post and that the post is **not** rotted. Damage to the mailbox and/or post from snow thrown from the Town of Stafford snow plows is **not** the Town's responsibility. The Town is not liable and does not pay claims for mailboxes or posts that are damaged due to the inability to withstand the force of plowed snow. Homeowners have the sole responsibility of repair or replacement.

If a mailbox and/or post are **physically struck** by a snow plow blade or some portion of the truck, then the Town will repair or replace the damaged item at our discretion (conformity to guidelines for installation of a mailbox and/or post will be considered). Homeowners must notify the Department of Public Works (860)684-3448 within seven (7) days from the date of the storm to be eligible for repair or replacement. Decorator or custom mailboxes or posts that receive direct contact from snow removal equipment will be replaced with a **standard mailbox and/or post**. The Town **will not** reimburse any homeowner who replaces the damaged post or mailbox themselves.

The process to determine if your mailbox and /or post were physically struck will include the following:

1. Physical condition of box and/or post- if it was physically struck it will be very obvious.
2. Position of box and/or post in relation to the line which the plow traveled along the road edge.
3. Evidence of plow or truck leaving the surface of the road, curbing or lawn damage, tire marks off the road surface, paint marks on box or post.
4. Review of evidence of damage resulting from an unknown source. This could include private contractors plowing driveways, delivery trucks, out of control cars, etc.

If it is determined that the Town is responsible for the damage, the Town will repair or replace your mailbox and/or post as soon as possible. Temporary repairs may have to be performed for your mail to be delivered. Ground conditions may warrant a delay until spring to install post replacements.

If you have any questions, please feel free to contact the Department of Public Works at (860)684-3448 or via email at [dpw@staffordct.org](mailto:dpw@staffordct.org).

MAILBOX / POST INSPECTION REPORT

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

DATE: \_\_\_\_\_

Your mailbox and / or post have been inspected by personnel from the Department of Public Works. Our findings are shown below:

\_\_\_\_\_ The damage to your mailbox and/or post was due to snow thrown from the Town's snow plow, not as a result of being physically struck by either the snow plow blade or some portion of the truck. Therefore, the Town is not responsible for the repair or replacement of your mailbox or post.

\_\_\_\_\_ The mailbox and/or post has been installed too close to the road and does not conform to the specifications as shown in the guidelines (attached). Therefore, the Town is not responsible for the repair or replacement of your mailbox and/or post.

\_\_\_\_\_ The damage to your mailbox and/or post was the result of being **physically struck** by either the snow plow blade or some portion of the truck. The Town will make the necessary repairs or replacement as soon as possible.

<https://www.usps.com/manage/know-mailbox-guidelines.htm>