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## **Town of Middleton Snow Removal** **Mailbox Damage Policy**

- The Town recommends that property owners check their mailbox before the first snowfall to ensure the mailbox is securely attached to its post and that the post is securely in the ground. The mailbox and base should be strong enough to withstand flying snow and slush from traffic and snowplows. Remove snow for a distance of 15 feet to each side of said mailbox.
- If the force of the snow being removed from the roadway causes damage to a mailbox, the property owner shall be responsible for all costs associated with the repair or replacement of the mailbox and post.
- If the Town plow comes into direct contact with a mailbox resulting in damage, the resident shall contact the Town office within the next business week during regular office hours to report the incident. **Email:** [info@town.middleton.wi.us](mailto:info@town.middleton.wi.us) or **Phone:** 608-833-5887.
- Town personnel shall inspect all reports of mailbox damage due to Town snow removal operations to assess whether a Town plow directly caused the damage. If Town staff confirm a Town plow caused direct damage to the property owner's mailbox, the Town shall reimburse the property owner up to a maximum of \$50 per occurrence.