



# City of Mahtomedi

## Mailbox Reimbursement Form

### Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**(Attach Original Receipts)** Maximum reimbursement of **\$75.00**

### Office Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval: Yes No

\*\*\*\*\*To be signed by employee doing physical inspection of mailbox for damages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Department Head approval of reimbursement

## MAILBOX REPAIR POLICY

The City's plow operators make every effort to avoid damage to areas adjoining the street, but in difficult weather situations such damage may occur. To prevent damage, please do not place landscaping items or other intrusions in the street Right-of-Way (ROW). Items intruding on the ROW will not be repaired or replaced by the City if damaged during snow removal operations. Garbage and recycling containers should be placed **behind the curb** so they do not interfere with plowing. These containers will not be repaired or replaced if damaged during snow removal.

Individual residential mailboxes damaged during removal will not be authorized for repair unless there is physical evidence that the snow removal vehicle is deemed to have **hit** the mailbox, the City will reimburse the property owner up to \$75.00 with original receipts. If the mailbox is damaged due to the weight of the snow built up on the boulevard, it is the responsibility of the property owner to repair or replace the mailbox.

Sod damaged during snow removal will be repaired the following spring. The City will make the repair using **black dirt and grass seed**.