

## MAILBOX / MAILBOX POST POLICY

WHEREAS, it is necessary in certain rural areas of Hamilton County for residents to install mailboxes on posts in public right of way to receive mail; and,

WHEREAS, the Hamilton County Highway Department 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 Highway Department will replace mailboxes and / or posts, or pay an amount of Sixty-five Dollars (\$65.00) for damages resulting from maintenance activities pursuant to the following conditions:

1. A Highway Department 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 (7) days of when the damage occurred and completes and signs the Mailbox & Post Damage Notification Form. This Form is available at the Highway Department Office at 1700 S. 10<sup>th</sup> Street, Noblesville or online via the County website at [www.hamiltoncounty.in.gov](http://www.hamiltoncounty.in.gov). The Mailbox & Post Damage Notification Form must be returned to the County Highway Department Office within (60) days 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 Hamilton County Board of Commissioners.
4. Replacement by the County, unless denied, will be made within (3) days (weather permitting) of time that the signed Form is received.

5. Replacement components provided by the County will be a black mailbox, (Length – 21½", Width – 8 1/8", Height – 10¾") with 4" white house numbers and / or (depending on the extent of the damage) a standard 4" x 4" treated timber mailbox post. OR, at homeowner's option, the mailbox post may be of a "break away" type, the style and type chosen at the discretion of the county, designed to withstand the snow impact.

6. Claimant shall have the choice of one of the options described below:

**OPTION (A)** – I request that the Hamilton County Highway Department replace my damaged mailbox.

**OPTION (B)** – I request that the Hamilton County Highway Department install one mailbox on a 4" x 4" treated post to replace my damaged mailbox and post. Any future claims for mailbox, post, or \$65 will be denied.

**OPTION (C)** – I request that the Hamilton County Highway Department install one mailbox on a post assembly designed to withstand snow impact (style determined at the discretion of the County) to replace the damaged mailbox and post.

**OPTION (D)** – I agree to accept Sixty-five Dollars (\$65.00) as full and complete compensation for the damage to the mailbox and post. I agree that this amount is full compensation for my damage and agree to replace the damaged mailbox at my sole cost and expense. Any future claims for mailbox, post, or \$65 will be denied.

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

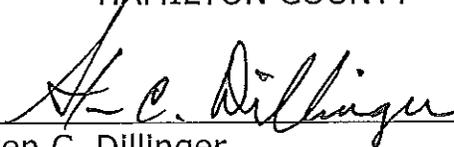
8. Claims will be honored **one time only** for those choosing the cash payment option (option D) or, if the post requires replacement, choosing the standard 4" x 4" treated timber mailbox post option (option B).

9. Any future claim submissions choosing options (A), (B), (C), or (D) will be denied if options (B) or (D) were previously chosen.

This policy is effective immediately upon acceptance by the Hamilton County Board of Commissioners.

BOARD OF COMMISSIONERS OF  
HAMILTON COUNTY

Date: 01/25/2013

  
\_\_\_\_\_  
Steven C. Dillinger

  
\_\_\_\_\_  
Christine Altman

ATTEST:

  
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Dawn Coverdale, Auditor

Revised January 25<sup>th</sup>, 2013