



The Township of Byram  
10 Mansfield Drive  
Stanhope, New Jersey 07874

(973) 347-2500

[www.byramtwp.org](http://www.byramtwp.org)

## DAMAGED MAILBOX REPORT FORM

*(to be completed by Resident)*

**(Please read Township Policy on Page 2)**

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

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

DESCRIPTION OF DAMAGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INSPECTION REPORT

*(to be completed by Department of Public Works)*

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Observations Noted from Inspection

Yes	No	Damage caused by thrown snow. No evidence of plow contact.
Yes	No	Damage caused by plow. Evidence of contact.
Yes	No	Is face of mailbox 12" behind the fence, curb, or edge of pavement?
Yes	No	Is mailbox mounted between 42" and 48" above road surface?
Yes	No	Is mailbox securely fastened to 4"x4" wood or 2" diameter steel pipe?

COMMENTS / RECOMMENDATIONS:

\_\_\_\_\_

Payment Authorized?      Yes      No      (Attach receipts)      Byram Check# \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Department of Public Works Superintendent / Assistant

## Mailbox Replacement Policy

It shall be the policy of Township of Byram that if any mailbox or post is damaged as the result of snow being discharged from snow removal equipment, the responsibility for making repairs shall be the responsibility of the property owner.

When a mailbox and/or post is damaged by direct contact from the snow removal equipment, the following will occur:

1. Resident should report the incident on the damaged mailbox form which is available on the Township website. Return completed form via email at [adminoffice@byramtwp.org](mailto:adminoffice@byramtwp.org), fax (973) 347-0502 or in person at 10 Mansfield Drive.
2. Return phone calls will occur as soon as possible after the snow event during regular scheduled business hours (Monday-Friday 7 a.m.–3:30 p.m., weather permitting). In the event of an emergency, please contact the nonemergency Police Department at (973) 347-4008.
3. The DPW Superintendent/Assistant will inspect the mailbox/post to determine the cause of the damage. Inspections will occur as soon as possible after the snow event during regularly scheduled business hours (Monday-Friday 7 a.m.–3:30 p.m., weather permitting).
4. The inspector will determine who is responsible for repairs and inform resident accordingly.
5. Should the Township be responsible for the damage, the resident needs to purchase a new mailbox and provide the Township with a receipt to obtain reimbursement. The Township will provide the resident with reimbursement up to \$100, subject to inspection and approval by Department of Public Works Superintendent/Assistant. No additional expenses will be considered after the initial submission. The resident will receive the check approximately 4-6 weeks after the initial submission, subject to approval at Council meeting.
6. The following guidelines for proper mailbox and post installation will help to prevent damage during snow removal operations:
  - a. The post must be a minimum of 4"x4" wood or 2" diameter steel pipe.
  - b. The faces of mailboxes must be 12" behind the fence of the curb or edge of the pavement.
  - c. The height of a mailbox must be between 42" and 48" above the road surface.
  - d. The post must be embedded securely into the ground 24" deep.
  - e. Mailboxes must be securely fastened to the post.