

TOWNSHIP OF BYRAM
NEW JERSEY

MAILING ADDRESS:
10 MANSFIELD DRIVE
STANHOPE, NJ 07874
Phone: 973-347-2500
Fax: 973-347-0502



WEBSITE ADDRESS:
www.byramtwp.org

DAMAGED MAILBOX REPORT FORM (to be completed by resident)

Please read Township Policy on Page 2

DATE: _____ NAME: _____

ADDRESS: _____

PHONE: _____ Report Rec'd. by Phone In Person

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

Mail Box 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. Contact the Byram Township Department of Public Works at 973-347-2500 x138, in person at 10 Mansfield Drive, or via fax at 973-347-0502, to complete the Damaged Mailbox Report Form which is available on our website.
2. Return phone calls will occur as soon as possible after the snow event during regular scheduled business hours (Mon. through Fri. 7am-3:30pm, weather permitting). In the event of an emergency, please contact non-emergency police department at 973-347-4008.
3. The DPW Superintendent/Assistant will come to the home to inspect the mailbox/post to determine the cause of the damage. Inspections will occur as soon as possible after the snow event during regular scheduled business hours (Mon. through Fri. 7am-3:30pm, weather permitting).
4. The inspector will determine who is responsible for repairs (improper installation of mailbox, or plow operator error) and the resident will be informed accordingly.
5. Should the Township be responsible for the damage, the resident should purchase a new mailbox and provide the Township with a receipt to obtain reimbursement. The Township will provide the resident with up to \$100 reimbursement, 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.

The following guidelines for proper mailbox and post installation will help to prevent damage during snow removal operations:

- The post must be a minimum of 4"x4" wood or 2" diameter steel pipe.
- The faces of mailboxes must be 12" behind the fence of the curb or edge of the pavement.
- The height of a mailbox must be between 42" and 48" above the road surface.
- The post must be embedded securely into the ground 24" deep.
- Mailboxes must be securely fastened to the post.