

## TOWN OF ALTO

### MAILBOX POLICY

This policy is to address mailboxes in the Town of Alto that are damaged or destroyed as a result of Highway Department Operations.

A resident's mailbox and post installed should be able to withstand the force of flying snow and slush from traffic and snow removal operations. The front edge of the mailbox should be a minimum of 2 feet from the edge of the pavement.

1. If a mailbox is damaged by flying snow it will not be replaced by the Town of Alto.
2. If a mailbox is hit and damaged or removed by Highway Department equipment by physical contact and cannot be fixed, a resident may request a payment of \$75.00 from the Town of Alto to replace the mailbox.

Any claim of damage will be investigated by the Highway Department Staff or Town Board.

Please return the bottom portion of this page to the Town Clerk at the address listed below. Payment for damages will not be given unless it is requested by the Town of Alto resident using this form.

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### TOWN OF ALTO

#### CLAIM FOR MAILBOX DAMAGE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Damage: \_\_\_\_\_

Please mail this form to:

Town of Alto  
Tonya Bruins, Clerk  
W13367 Hickory Rd  
Brandon, WI 53919

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For office use only:

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date payment issued: \_\_\_\_\_ Check#: \_\_\_\_\_