



Claim #: \_\_\_\_\_

## **Property Damage Report Form**

**Submit completed form to Office of the City Administrator**  
**621 West Broad Street Suite 2B, Pataskala, Ohio 43062**

Date submitted: \_\_\_\_\_

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

Address where damage occurred: \_\_\_\_\_

Description of claim:

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

*Form may also be e-mail to Jessica Cumbo, Administrative Assistant, at [jcumbo@ci.pataskala.oh.us](mailto:jcumbo@ci.pataskala.oh.us)*



### **Claim Processing**

#### **City Use Only**

Date request received: \_\_\_\_\_ Received by: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Claim: Approved / Denied

PO# \_\_\_\_\_ Fund paid from: \_\_\_\_\_

Date of payment: \_\_\_\_\_ Payment made to: \_\_\_\_\_

### **Mailbox Damage/Replacement Policy**

The City's primary objective when plowing snow is to ensure safety by keeping roadways clear of snow and ice. Damage to mailboxes is often unavoidable due to their close proximity to the roadway. Because mailboxes are generally located within the public right-of-way, and the service of plowing streets is for the public good, this policy assumes there is a shared responsibility between the city and citizens when mailboxes are damaged during city operations.

It is the citizens' responsibility to ensure their mailbox is installed in a fashion to absorb the impact of snow coming off the face of a plow blade. Based on this criterion the city's policy will be to grant no reimbursement for a mailbox knocked over due to the impact of snow coming off the face of the plow blade.

If a mailbox is physically hit by a plow or truck, the citizen may file a claim with the city for reimbursement. The citizen will be required to complete a claim form and submit to the Director of Public Services. Upon receiving the claim form, the Director of Public Services, or designee, will conduct an inspection and determine if reimbursement is warranted. All claims must be submitted within 30 days of the alleged damage to be considered for reimbursement. Under no condition will the city reimburse citizens at a rate higher than those listed herein, regardless of location, size, or original cost.

The homeowner shall be responsible for the purchase and installation of mailboxes, posts, and any related accessories. The rate of reimbursement for damaged mailboxes is: \$60 per box.