

Upper Dublin Township Snow Plowing/Road Work Damage to Mailbox

Request for Resident Mailbox Inspection/Reimbursement

This form is to be used to submit a claim for damage to a residential mailbox as the result of Township work in the public right-of-way, such as snow removal, road paving or leaf collection. An inspection will be conducted to determine that the mailbox was originally installed according to code specifications (see attached). The Township limits its liability and is not responsible for ornate, fancy or expensive installations. Upon review of this request you will be notified as to the outcome of the inspection.

Date Damage Occurred: _____

What caused the damage to your mailbox?

_____ Township Snow Plow

_____ Township Vehicle

_____ Other _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Zip Code: _____

Phone: _____

Email: _____

Description of problem/damage:

Mail, Drop-off or fax completed form to:

Upper Dublin Township, Public Works Department, 801 Loch Alsh Avenue, Fort Washington, PA 19034
Fax: (215) 542-0797

For Township Use Only:

Date Inspected: _____ By: _____

Eligible for Reimbursement _____ Amount: _____

ORDINANCE No. 767

AN ORDINANCE TO AMEND ORDINANCE No. 661 OF THE UPPER DUBLIN TOWNSHIP CODE, TITLE 8, STREETS AND HIGHWAYS, CHAPTER 4, OBSTRUCTION WITHIN BOUNDARIES OF TOWNSHIP HIGHWAYS, TO PROVIDE FOR PLACEMENT OF MAIL BOXES.

The Board of Commissioners of the Township of Upper Dublin does hereby ENACT AND ORDAIN as follows:

SECTION 1: That Section 1.02, Placement of Mail Boxes, shall be amended to read as follows:

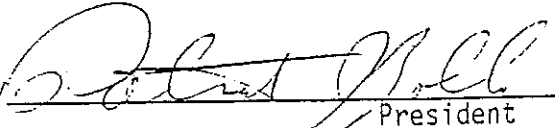
"Section 1.02 Placement of Mail Boxes

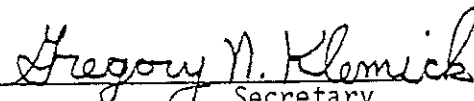
The Township shall not be responsible for the repair or replacement of any mailbox placed within the legal right-of-way of any public highway, road, street, avenue, lane or alley. However, to alleviate the possibility of damage due to snow plowing and vehicular traffic, the following guidelines must be complied with:

Mailboxes must be erected so that the front of curbside boxes be setback twelve (12) inches from the face of the concrete curb. The structure supporting the box must not encroach on this setback distance. Additionally, the bottom of the mailbox must be between forty-two (42) to forty-eight (48) inches above the finished road surface. If placement of a standard (18" long) mailbox, according to these standards, would cause the back of the box to overhang a public sidewalk, the aforementioned setback would be waived. However, the box must then be placed as far as possible from the road without encroaching on the public sidewalk."

ENACTED AND ORDAINED this 9th day of May A.D. 1989.

BOARD OF COMMISSIONERS
UPPER DUBLIN TOWNSHIP

By 
President

Attest 
Secretary

REV. 5/9/89 ORD. #767

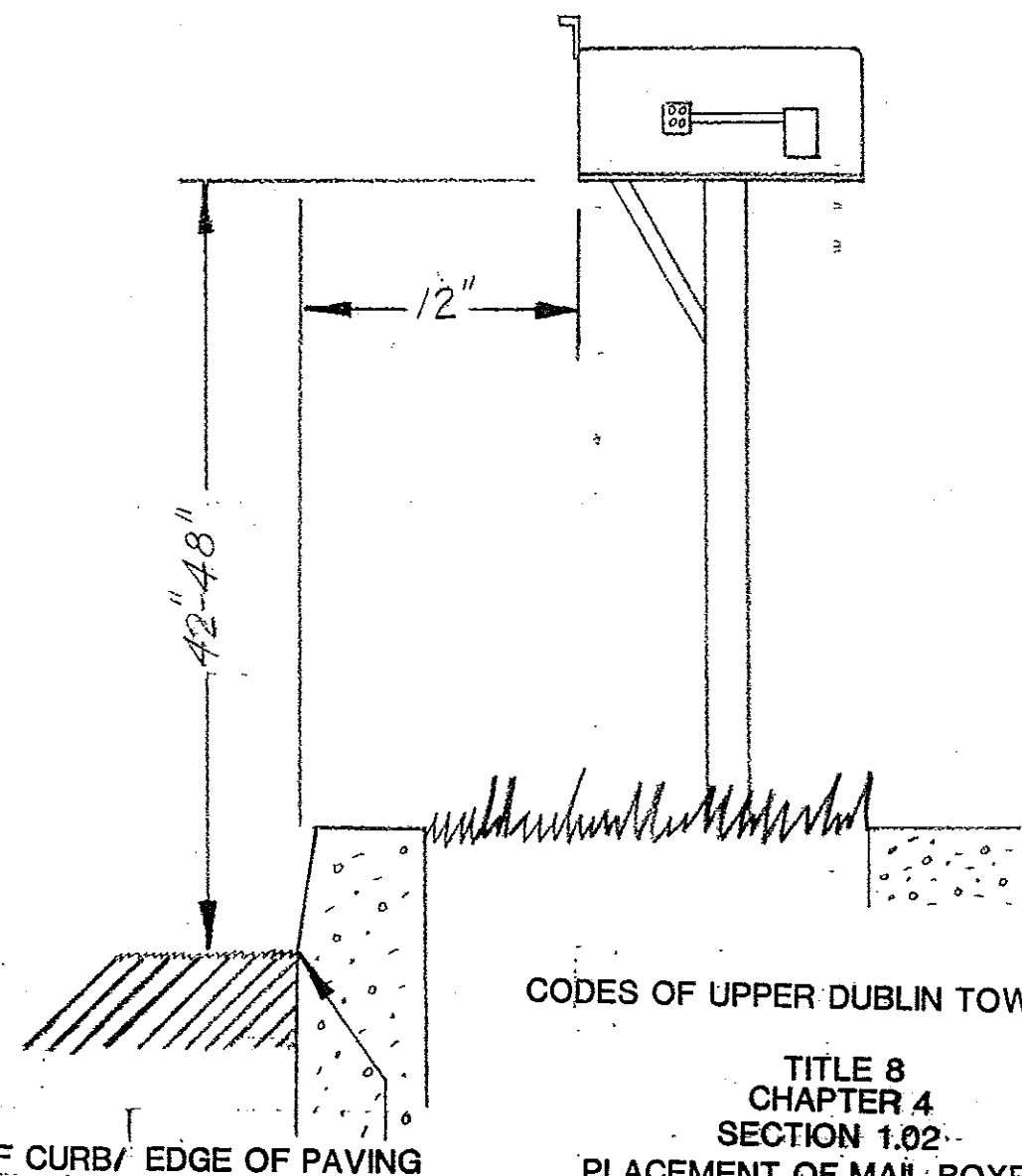
DATE 20 JUNE 1988

DRAWING NO. CD-9

MAILBOX PLACEMENT

SCALE 1" = 1'-0"

DRAWN BY E.J.J.



CODES OF UPPER DUBLIN TOWNSHIP

TITLE 8
CHAPTER 4
SECTION 1.02

PLACEMENT OF MAIL BOXES

FACE OF CURB/ EDGE OF PAVING

Mailboxes must be erected so that the front of the box is not closer than twelve inches (12") from the edge of the road paving or the face of the concrete curb. The structure supporting the box must not encroach on this set back distance. Additionally, the bottom of the mailbox must be forty-two inches (42") to forty-eight inches (48") above the edge of the road paving. If placement of a standard (18") long mailbox, according to these standards, would cause the back of the box to overhang a public sidewalk, the aforementioned set back would be waived. However, the box must then be placed as far as possible from the road without encroaching on the public sidewalk.

UPPER DUBLIN TOWNSHIP

CONSTRUCTION DETAILS