



HENDRICKS COUNTY POLICY REGARDING MAILBOXES WITHIN COUNTY ROAD RIGHTS OF WAY

The purpose of this policy is to establish a procedure for replacement of mailboxes damaged by the Hendricks County Highway Department during winter maintenance operations of County roadways.

The homeowner will be responsible for the replacement of mailboxes; however, the County may reimburse the claimant up to \$80.00 towards the replacement of the box.

To submit a claim, please complete and return the following:

1. Mailbox Reimbursement Claim Form
2. Copies of applicable receipts
3. Photographs of the damaged mailbox

Claims submitted that meet these requirements will be investigated on an individual basis and eligibility for reimbursement will be determined.

All claims must be received within one hundred eighty (180) days from the date of the occurrence. If you have any questions about the right way to file a claim, please contact the Hendricks County Highway Department.

PLEASE KEEP A COPY OF YOUR CLAIM FORM AND YOUR RECEIPTS.

Appeals regarding this policy shall be made in writing to the Hendricks County Board of Commissioners.

We apologize for the inconvenience and appreciate your patience as we keep the roads in Hendricks County safe and clear.

**HENDRICKS COUNTY HIGHWAY DEPARTMENT
MAILBOX REIMBURSEMENT CLAIM FORM**

Use additional sheets if necessary

1. Name of Claimant: _____

2. Exact Address of Loss (Include Township, County Road, Nearest Crossroad(s), etc):

3. Claimant's Contact Information - Telephone Number/s: _____

e-mail address: _____

4. Date and Time of Loss: _____

5. Dollar Amount of Loss: _____

6. County Vehicle Number (if known): _____

7. Additional Comments or Explanation of What Happened: _____

I swear and affirm under the penalties for perjury that the foregoing information is true and correct to the best of my knowledge and belief.

Claimant's Signature

Date

Please this completed form with the receipts and photographs to:

Hendricks County Highway Department
930 East Main Street
Danville, IN 46122
ATTN: Terry Benton

tbenton@co.hendricks.in.us
Phone: (317) 745-9227