

RESIDENTIAL SNOW REMOVAL - DAMAGED MAILBOXES

Snow removal is done on all main and through streets before clearing begins on side streets, dead ends, or cul-de-sacs. Parking is prohibited on all streets after 2 inches of snowfall. No vehicles can be parked on the roadway or its shoulder for a period of 24 hours after the accumulation of 2 inches or more of snow or until the street has been cleared of snow. When City plows are clearing snow, the Police Department will issue tickets and are empowered to tow vehicles.

It is not possible to prevent the deposit of snow at driveway entrances. This is the safest and most efficient way to remove snow. The City does not provide snow removal from sidewalks or driveway entrances. Private property owners are responsible for snow removal on their property. It is unlawful to shovel, plow or otherwise deposit snow onto City streets, as this causes a hazard for motorists and emergency vehicles.

During the winter months, residents can, in some cases, be compensated for mailboxes damaged by snowplows. For any mailbox damaged or destroyed by a City snowplow, the resident can have the mailbox repaired or replaced by the City, or receive reimbursement at cost or up to \$100 towards the replacement of an "in kind" mailbox. Residents have up to 60 days to submit a claim. A claim form must be completed and sent to 28W701 Stafford Place, Warrenville, IL 60555, Attention: Risk Manager or jmcmahon@warrenville.il.us. Please include any estimates and/or receipts. Upon receipt of the claim, the Public Works Department will inspect the damaged mailbox.

Report of Public Liability Accident
I.M.L. Risk Management Association
175 West Jackson St, Suite 1000, Chicago, IL 60604, Tel 800.572.2418, Fax 312.381.9887

Please Print or Type

| | | | | |
|-------------------------------|---|---|--------------------------|--|
| RMA Member Information | Municipality | City of Warrenville | Phone | 630.393.9427 |
| | | 28W701 Stafford Place, Warrenville, IL 60555 | | |
| | Name | Jennifer McMahon | Title | Assistant City Administrator |
| Claimant Information | Name | _____ | Phone | _____ |
| | Address | _____ | Work Phone | _____ |
| | e-mail Address | _____ | Cell Phone | _____ |
| Incident Time & Location | Date | _____ | Time | _____ |
| | Address/Location | _____ | | |
| | City | _____ | State | _____ |
| | Owner of Premises | _____ | | |
| | Occupant of Premises | _____ | | |
| Accident | Nature & Extent of damage | _____ _____ _____ | | |
| | Police reports completed ? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Police reports attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Witnesses | Name | _____ | Phone No | _____ |
| | Address | _____ | | |
| | Name | _____ | Phone No | _____ |
| | Address | _____ | | |
| Additional Pertinent Comments | It is important that anyone with knowledge of this event, including the person(s) directing work in progress, be listed. | | | |
| | _____ _____ _____ | | | |
| Repair or Replacement Options | <input type="checkbox"/> | I would like the City of Warrenville to repair or replace my mailbox with an "in kind" mailbox. | | |
| | <input type="checkbox"/> | I will/have installed my own replacement mailbox and would prefer to be reimbursed the amount (not to exceed \$100.00) designated on the attached receipt(s). | | |
| | <input type="checkbox"/> | I will/have repair/replace my mailbox and want a record of this on file. | | |

I understand that if the City deems my mailbox damage to have been caused by a City snowplow I may choose to have my mailbox repaired or replaced by the City or be reimbursed for the cost of my repair/replacement "in kind" mailbox in an amount not to exceed \$100.

Report Date: _____ Reported by: _____ Signature: _____