



DISPUTED APPEAL FORM "Mailbox Structures"

Ordinance Sec. 54-11 (d) Damage claims. If an owner believes their mailbox structure has been damaged by City services, owner must file a claim with the City within ten (10) days of the date of the incident using this form. Claims for damage mailbox structures which were not in compliance or were in disrepair, aged or in a weakened state will be denied. Incomplete claims will be denied. The maximum claim amount is \$175.00. (e) Appeal. A property owner may appeal a denial of their claim to the Board of Public Works and Safety by sending written notice of appeal to the Office of the Clerk-Treasurer within 14 days of the date of the denial of their claim. The decision of the Board of Public Works and Safety shall be final. 2018/10/02

Resident (owner) Name: _____ Date: _____

Address: _____ Phone: _____

Email Address: _____

Police Incident Report Number: _____

Seeking reimbursement of \$ _____

Date and Time of Loss regarding Mailbox Structure: _____

State the reason you believe the disputed amount should be reversed: _____

You will need a copy of the "Claim for Property Damage Form # 20181002"

Signature: _____ (you must be present at the hearing)

Date Scheduled for Board of Works Hearing (completed by Clerk-Treasurer's Office): _____

For Office Use:
Date Appeal Heard: _____
Verdict: [] Denial Upheld [] Allowed total reimbursement [] Limited reimbursement: _____
Signature of Presiding Member: _____

Send copy of completed appeal to Street and Sanitation Department