



## CONCORD PUBLIC WORKS

133 KEYES ROAD  
CONCORD, MASSACHUSETTS 01742-1601  
www.concordma.gov

978-318-3220

### **MAILBOX REPAIR/REIMBURSEMENT REQUEST**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

As a result of damage to my mailbox and post caused by snow removal operations I request (select one):

- A standard USPS mailbox and post replacement installed.
- A reimbursement for damages and repairs to my mailbox (up to \$170)

**If you cannot currently receive mail as a result of the damage, Concord Public Works may issue a temporary mailbox until the issue is resolved.**

- Check here if you need a temporary mailbox to receive mail until a permanent repair is made.

#### Please Note:

- Concord Public Works reserves the right to inspect the site and review this claim prior to approving.
- For repairs, CPW will provide a standard mailbox which meets USPS standards. Mailboxes may be black, white or grey in color, constructed of steel. Posts will be standard 4"x4" pressure treated lumber.
- For reimbursements, a maximum of up to \$170 for damages/repairs may be paid. All claims must include a receipt/invoice for the repairs prior to reimbursement being issued.
- The Town of Concord is tax exempt and will not reimburse sales tax.
- All claims must be submitted within five (5) business days of the date of the alleged damage.
- Any claim submitted will be subject to the discretion of public works staff for approval.

Submit to:  
Concord Public Works  
Highway Division  
133 Keyes Road  
Concord, MA 01742  
[cpw.info@concordma.gov](mailto:cpw.info@concordma.gov)

<p><b>For Town Use Only:</b></p> <p>Date Received: _____</p> <p>Reviewer: _____</p> <p>Claim:   Approved   or   Denied</p> <p>Repair or Reimburse Amount: _____</p>
---