



Troy Township Highway Department  
25358 Seil Rd., Shorewood, IL 60404  
Phone: 815-828-5275 / Fax: 815-828-5490

The Troy Township Highway Department's primary obligation is to ensure that its roadways are as clear as possible of snow or ice. It is also understood that most mailboxes are located within the public right-of-way, and therefore while fulfilling the primary objective, mailboxes may be unintentionally and unavoidably damaged. This policy assumes there is a shared responsibility between the Township Highway Department and the homeowner when mailboxes located in the public right-of-way are damaged during snow removal operations. While there is no legal requirement that the Township do so, it is the policy of the Troy Township Highway Department to reimburse residents up to \$100 for eligible damaged mailboxes, caused by direct plow contact on the part of the Troy Township Highway Department.

To request reimbursement please complete the information below.

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

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

I hereby request reimbursement for damages to my mailbox caused by snow removal operations on \_\_\_\_\_ (date).

Please describe the damage below and provide photos with your claim.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the township has the right to review this claim and may reimburse me up to \$100.00 for damage to the mailbox, post, and brackets. No reimbursement shall exceed \$100.00 regardless of the size, cost, or elaborateness of the mailbox, post, or brackets. This claim must be submitted within fourteen (14) days of the date of the damage. Original receipt for replacement/repair must be attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Email completed form and photos to [Jdylik@troytownship.com](mailto:Jdylik@troytownship.com)

OR

Mail completed form and photos to:  
Troy Township Highway Department  
25358 Seil Rd.  
Shorewood, IL 60404

\*\*\*\*\*For Township Use Only\*\*\*\*\*

Claim reviewed by Highway Commissioner Ward: \_\_\_\_\_

Date: \_\_\_\_\_ Approved Claim Amount: \_\_\_\_\_