

**MAILBOX REPLACEMENT POLICY – CITY OF NAPOLEON, OHIO
CERTIFICATION and RELEASE of FURTHER CLAIMS**

POLICY:

Mailbox Replacement Policy approved by Resolution No. 041-09, passed 06-15-2009, states:
“Mailboxes, including its post or other support, that are lawfully and properly constructed or placed in the City right-of-way and subsequently damaged or destroyed as a result being actually struck by a City owned, leased, or contracted snow plow, will not be replaced by the City; however, subject to appropriation of funds, the owner of the mailbox may be compensated for his or her damages by the City in an amount **not to exceed \$50.00** upon filing a claim with the City and providing the necessary release of further claims therefore.”

CLAIM:

Mailbox and/or structure damage during snow removal. Property Owner (Claimant): Date of Occurrence: ____/____/____

Owner Name:

Printed Name- _____

Address (Service and Mailing Address):

Service: _____

Mailing: _____

Signature- _____

Phone Number: (____) _____ - _____

APPROVAL OF SETTLEMENT:

The Operations Superintendent, being the Department Head over and in charge of Snow Removal Operations, and the City Manager, approve settlement of claim.

Operations Superintendent [Signature]

_____/____/____
Date

City Manager [Signature]

_____/____/____
Date

RELEASE AND CERTIFICATION

I, the undersigned., in consideration of the sum of _____ \$_____ (not to exceed Fifty-Dollars (\$50.00)), do hereby for myself, my heirs, personal representatives and assigns, release and forever discharge the City of Napoleon, Ohio, its officers, officials, employees and any other person firm or corporation charged or chargeable with responsibility or liability, their heirs, representatives or assigns, from any and all claims demands, damages, costs, expenses, loss of services, actions and causes of action arising from any act or occurrence up to the present time, and particularly on account, property damages, loss, or damages of any kind sustained or that I may hereafter sustain in consequence of an incident that occurred on the above stated occurrence date, at the above service address. I further agree to indemnify the City of Napoleon, Ohio, its officers, officials, employees and any other person firm or corporation charged or chargeable with responsibility or liability, their heirs, representatives or assigns, from any and all claims demands of others related to this claim.

To procure payment of the said sum, I hereby declare: that I am more than legal years of age; that no representation about the nature and extent of my damages made by any representative of the released party, or any representations regarding the nature and extent of legal liability or financial responsibility of any of the parties released, have induced me to make this settlement.

I understand that the parties hereby released admit no liability of any sort by reason of said incident and that said payment and settlement in compromise is made to terminate further controversy respecting all claims for damages that I have heretofore asserted or that I or my personal representatives might hereafter assert because of said incident.

I certify to the best of my knowledge and belief, that my mailbox was damaged or destroyed by the City during snow removal, the box and support structure being legally in the right-of-way.

Signed and sealed this _____ day of _____, 20____.

Witnessed by:

Claimant’s Signature: **(CAUTION - READ BEFORE SIGNING)**

[witness signature]

[claimant's signature]

[printed name of witness]

[printed name of claimant]