



WINTER GUIDELINES FOR MAILBOXES
EAST GOSHEN TOWNSHIP
1580 PAOLI PK
WEST CHESTER, PA 19380

1. *Expensive/ornate mailboxes should be replaced with a basic mailbox for the winter months.*
2. *Mailboxes should be located so the face of the box is 6" to 8" back from the edge of the curb. This is according to the USPS Mailbox Installation Guidelines found here: <https://www.usps.com/manage/mailboxes.htm>. We suggest putting them as far as 15" back from the road edge.*
3. *Is your mailbox sturdy? Plastic mailboxes tend to become brittle from the sun's UV rays. Make sure the door on the mailbox is closed tightly. If the door is missing or open, the mailbox is sure to "fold" on impact of the snow.*
4. *The East Goshen Township Board of Supervisors passed a resolution that states that the Township will reimburse a resident \$50.00 for replacement or repair of a damaged mailbox, provided the resident has advised the Township of said damages within one week of the snow removal operation. The Township does not repair any mailboxes. To receive the reimbursement, please complete and return the Mailbox Reimbursement Form.*



MAILBOX REIMBURSEMENT FORM
EAST GOSHEN TOWNSHIP
1580 PAOLI PK
WEST CHESTER, PA 19380

If an East Goshen Township snow plow or other vehicle damages your mailbox, the Township will reimburse up to \$50.00 for the replacement of a mailbox and/or post. Please complete, sign, and return this form to the Township at the address above.

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Describe Damage: _____

I hereby verify and affirm that all of the information on the form is true, correct, and complete to the best of my knowledge.

Signature