

## Report Snowplow Damage

The Public Works Department strives to keep roads as safe as possible during the winter season; however, incidents can happen that may cause damage to resident's mailboxes and/or sod or lawns. Public Works would like to provide residents some tips to remember during the snowplowing season:

- Keep garbage cans in your driveway
- Maintain a safe distance between your vehicle and snowplows
- DO NOT PARK on any city street until it has been plowed curb to curb
- Clear snow and ice in front of your mailbox
- Keep fire hydrants cleared of snow and ice to enable the Fire Department clear access to the hydrant in case of an emergency

Residents are asked to report any damage to their mailbox and/or sod or lawn to the City by filling out the following form.

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### Property Address Where Damage Occurred:

Elko New Market, MN \_\_\_\_\_

### Contact Information:

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### Property Owner Information (If different from above):

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Damage: \_\_\_\_\_

### Type of Damage (Please choose one):

- Mailbox       Sod or Lawn       Both Mailbox & Sod or Lawn  
 Curb or Street       Other \_\_\_\_\_

Any sod damage due to snowplowing will be addressed in the spring by the Public Works Department. Any questions regarding snowplowing should be directed to the Public Works Department at 952-461-2777.

By signing this form, I agree that all information I have provided on this form is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date