



P.O. Box 219
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Phone (709) 535-2737
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Snow Clearing Damages or Grass Replacement Claim

Claimant Name _____

Mailing Address _____

Contact Numbers (home) _____ (work) _____ (cell) _____

Email Address _____

Damaged Property Location _____

Date of Damage _____ Time _____ (am / pm)

Description of specific property damage (e.g. fence, lawn, tree, etc.) _____

Detailed description of incident(s) that resulted in damage _____

Particulars as to persons (physical description, if known) and/or equipment which caused the damage (e.g. vehicle license number, vehicle equipment number and/or description)

Claims submitted without the following documentation will not be considered.

1. Photographs (taken as soon as possible to the time of the incident or discovery of damage);
2. A copy of surveyor's description and plot plan of property (for Town to confirm location of fence, wall, etc.);
3. A copy of the permit allowing construction of the damaged property (i.e. fences, rock walls, pressure treated walls, etc.).
If unavailable, please advise of the year in which the same was constructed and if applicable, the name of the contractor.

Optional documentation is:

4. Statements of witnesses (including their names, addresses, and telephone numbers);
5. Contractor's estimate of damage.

NOTE: Please read the " Snow Clearing Damage Policy - 2016" prior to submitting your claim.

Claimants Signature

Date