

**TOWN OF BISHOP’S FALLS**  
**Snow Clearing Damages or Grass Replacement Claim Form**

**PART 1 – CLAIMANT DETAILS**

Claimant’s Name	
Mailing Address	
Email Address	
Phone Number	

**PART 2 – FENCE DAMAGE (IF APPLICABLE)**

Location of Damages	
Date Damages Occurred	
Please describe how the fence was damaged and the nature of the damages.	
Was your fence clearly marked for snow clearing purposes?	Yes                  No

**PART 3 – LAWN/GRASS DAMAGE (IF APPLICABLE)**

Location of Damages	
Date Damages Occurred	
Please describe how the lawn/grass was damaged and the nature of the damages.	
Was your lawn/grass clearly marked for snow clearing purposes?	Yes                  No

**PART 4 – DRIVEWAY CURB DAMAGE (IF APPLICABLE)**

Location of Damages	
Date Damages Occurred	
Please describe how the driveway curb was damaged and the nature of the damages.	
Was your driveway curb clearly marked for snow clearing purposes?	Yes                  No

**PART 5 – OTHER PROPERTY DAMAGE (IF APPLICABLE)**

Location of Damages	
Date Damages Occurred	
Describe the property that is damaged.	
Please describe how the property was damaged and the nature of the damages.	

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

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**PART 6 – PUBLIC WORKS DEPARTMENT INVESTIGATION (OFFICE USE ONLY)**

<b>Fence Damages</b>		
Are the damages confirmed?	Yes	No
Are the damages caused by snow pressure due to the Town’s snow clearing operations? If yes, claim is dismissed as per section 4.1 (a).	Yes	No
Was the fence clearly marked for snow clearing purposes? If no, claim is dismissed as per section 4.1 (b).	Yes	No
Did the Town’s snow clearing equipment directly strike the fence during snow clearing operations? If no, claim is dismissed as per section 4.1 (b).	Yes	No
<b>Lawn/Grass Damages</b>		
Are the damages confirmed?	Yes	No
Was the lawn/grass clearly marked for snow clearing purposes? If no, claim is dismissed as per section 5.1.	Yes	No
<b>Driveway Curb Damages</b>		
Are the damages confirmed?	Yes	No
Was the driveway curb clearly marked for snow clearing purposes? If no, claim is dismissed as per section 4.2.	Yes	No
<b>Other Property Damages</b>		
Are the damages confirmed?	Yes	No
Is the property a tree, flower, or shrub? If no, refer the claim to the Town Council for assessment.	Yes	No
Are the damages to the tree, flower, or shrub resulting from the weight of snow being pushed by the Town’s equipment?	Yes	No
Is the tree, flower, or shrub located in an area where the Town’s snow clearing equipment completed extra widening (i.e., around fire hydrants and intersections)?	Yes	No
Is the tree, flower, or shrub located a minimum of five (5) meters outside the edge of a main or side road?	Yes	No
<b>What repairs are required to address the damages?</b>		
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**PART 6 – COUNCIL DECISION (OFFICE USE ONLY)**

\_\_\_

Dismissed

\_\_\_

Approved

Motion Number:

\_\_\_\_\_

Town Clerk’s Signature:

\_\_\_\_\_

Date:

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