



LITTLE ELM

MAILBOX LEVELING PROGRAM APPLICATION

Yes! I would like to participate in the Little Elm Mailbox Leveling Program at the following address and be approved for 50% reimbursement through the Little Elm Public Works Department.

Applicant Name: _____

Address: _____

Phone Number: _____

Email Address: _____

I understand that I, as resident and homeowner, will be responsible for hiring and paying a contractor of my choice for mailbox leveling repairs.

After the mailbox leveling repairs have been completed, I can submit a paid receipt with proof of payment and a reimbursement application to the Little Elm Public Works Department for approval to be reimbursed 50% of the cost paid. In no case shall the reimbursement exceed \$400.00 for a single mailbox repair or \$500.00 for a double mailbox repair. The receipt must be on the contractor's original document and must be less than 90 days old.

- A before photo of the mailbox to be leveled must be attached to this program application.
- A picture of the new footing with vertical rebar connecting the pier to the footing is required by the contractor or homeowner showing that the following Town specifications were met - <https://www.littleelm.org/DocumentCenter/View/6070>.
- An after photo of the repaired mailbox must be attached to the reimbursement application

Signature: _____
Homeowner

Date: _____

Official Use Only

Street Supervisor

Approved/Denied

Date

Public Works Director

Approved/Denied

Date

Project # _____