

**IMPORTANT – PLEASE READ PRIOR TO SUBMITTING THIS FORM**

To effect snow clearing operations snow must be plowed from the Town's streets. It is unreasonably expensive to remove snow by truck or otherwise, therefore, depending on the amount of snow that is required to be plowed from the streets, snow will be plowed onto private property.

The Town of Portugal Cove-St. Philip's only considers claims for damage resulting from the improper or negligent handling of equipment or inadequate or improper equipment procedures.

As per the Town's Snow Clearing Regulations, Snow Clearing Damage,  
The Town does not pay for:

- Any damage caused within the Street Reservation, or at the very least, 20 feet from the road center line. This includes damage to fences, garbage boxes, trees and private mailboxes.
- Damage caused by "weight of snow" or "lawn browning".
- Damage caused to trees on private property.

**Claims will NOT be considered if:**

- Sufficient evidence to prove the claim is not provided.
- Appropriate information is not provided.
- The claims is received later May 15<sup>th</sup> of the same year.
- The claims is submitted verbally.

**Completed forms can be submitted by:**

Email: [public.works@pcsp.ca](mailto:public.works@pcsp.ca)  
Mail or Drop of: 1119 Thorburn Road,  
Portugal Cove-St. Philip's, A1M 1T6  
Fax: 709-895-3780

**SECTION ONE - Claimant**

**Contact Information**

Claimant:

Mailing Address:

City/Town:

Postal Code:

Telephone: (home)

(other)

Email Address:

**SECTION TWO - Claimant**

**Claim Details**

Date of Loss and/or Discovery:

Time:

Location:

Description of Specific Property Damage:

Detailed Description of Incident(s) that Resulted in Damage:

Approximate Amount to Repair Damage:

Claim Information – Particulars as to persons (physical description, if known) and/or equipment which caused the damage (equipment type and/or plate number):

Photo(s) of Damage Included:

Photo(s) Prior to Damage Included:

**SECTION THREE – Public Works Office**

**Claim Validated:**

**Comments:**

**Claim Presented to Public Works Committee of Council:**

**Claim Approved:**

**Damage Repaired:**

**Cost of Repair(s):**