

{Time Stamp}

**Office of the Town Clerk
Town Hall
1009 Main Street
Tewksbury, MA 01876
(978) 640-4355**

- **Pot Hole Claim must be filed within 30 days of incident to the Office of the Town Clerk.**
- **Attach a copy of the estimate of repair or the repair bill.**

If incident occurred on Route 38 (Main Street) the Pot Hole Claim will not be accepted. Please reference the link below for laws and information relative to state roads.

<https://www.mass.gov/damage-caused-by-roadway>

Name: _____

Address: _____

Telephone: _____ **Mobile:** _____

Date of Incident: _____

Location: _____

(Near a specific and/or familiar sight)

Statement: _____

Date

Signature

For Internal Use Only:
DPW Director
Town Manager

Pot Hole Claim 05/2018