

**CITY OF EAST PROVIDENCE
POTHOLE DAMAGE CLAIMS PROCEDURE
(IN ACCORDANCE WITH R.I.G.L. §24-5-13)**

1. The claim must be post marked or received within seven (7) day of the incident and submitted to the **City Clerk's Office, 145 Taunton Avenue, East Providence, RI 02914.**
2. The registered vehicle owner must submit the claim containing the following information:
 1. Name, address and telephone number
 2. Copy of current Rhode Island vehicle registration
 3. Date and time of the incident
 4. Detailed description of the damage
 5. Exact location of the pothole
 6. Reason why the City should have had notice of the pothole
 7. Cost of repair (copy of itemized, paid receipts with proof of payment)

Any claim for damages to a vehicle made more than seven (7) days after the incident, or occurring on a non-municipal road, or lacking proof that the City should have had notice of the pothole shall be denied. Under no circumstances will the City award any claim more than three hundred dollars (\$300.00).

Please note that your claim will not be processed until all information is received. If the information is not received within the time specified, the claim will automatically be denied.

In no instance shall any claim for damage so caused to a motor vehicle registered in a state outside of Rhode Island be considered unless that state has a similar statute affording similar protection to persons owning motor vehicles registered in this state.

3. The claim will be scheduled for review at the next scheduled Claims Committee meeting provided all of the necessary information has been received. The Claims Committee normally meets on the first and third Tuesday of each month except for the months of July and August in which the Committee meets on only the third Tuesday.
4. The City Council will officially approve or deny a claim.
5. If the City Council approves a claim, you will be forwarded by mail a release to be signed and returned to the Law Department. Upon receipt of the signed release, a check will be processed for you. Allow two weeks for processing of approved claims.
6. If the City Council denies a claim, you will be notified by mail.

ALL TELEPHONE INQUIRIES SHOULD BE DIRECTED TO THE LAW DEPARTMENT AT 401-435-7523.