# Appeal Request for Property Violation Notice

To: City of Lancaster
39 West Chestnut Street
P O Box 1020
Lancaster, PA 17608-1020

I am requesting a hearing concerning the following Property Violation Notice: (PLEASE WRITE LEGIBLY)

| NAME: | APPEAL DATE: | TICKET NUMBER: |
|---|---|---|
| ADDRESS OF VIOLATION: | | DAY TIME PHONE NUMBER: |

**State ALL reasons for appeal. Decision will be based on explanation and case documentation.**

If necessary, use a separate sheet of paper (write Property Violation # in upper right corner).

**Please submit the completed appeal form and your payment of $35.00 (includes $10 appeal fee) to: City Treasury, 39 W Chestnut St, PO Box 1020, Lancaster, PA 17602.** Appeal requests will not be granted if received after the due date on the original Property Violation Notice. Payment may be made by cash, personal, business, cashier or certified check or paid in the Treasury Office by Visa, MasterCard or Discover. Please make your money order, personal, business, cashier or certified check payable to the **CITY OF LANCASTER, PA** and write the Property Violation Number on the reference line of your payment.

**FOR OFFICIAL USE ONLY**

**TO BE COMPLETED BY HEARING OFFICIAL:**

HEARING DATE: _____/_____/_____

ACTION TAKEN:

_____ VOID Ticket/Refund Fee

_____ Appeal DENIED/Forfeit Fee

_____ Reduced to Warning/Refund Fee

_____ _____
Signature of Hearing Official Date

**TO BE COMPLETED BY TREASURY:**

Refund Amount $_____

Refund Date _____/_____/_____

Check Number _____

_____ _____
Signature of Treasury Official Date