Appeal Request for Property Violation Notice

To: City of Lancaster
120 N. Duke Street
P O Box 1599
Lancaster, PA 17608-1599

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 Hall, 120 N. Duke Street, PO Box 1599, Lancaster, PA 17608-1599 within 15 days of the ticket issue date.
Appeal requests will not be granted if received after the due date on the original Property Violation Notice.
Payment may be made by cash or check. Your check may be made out to the **CITY OF LANCASTER, PA.**
Please 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/Return Fee

_____ Appeal DENIED/Forfeit Fee

_____ Reduced to Warning/Return Fee

_____ _____
Signature of Hearing Official Date

TO BE COMPLETED BY BILLING CLERK:

Return Amount $_____

Return Date _____/_____/_____

Check Number _____

Cash ☐

_____ _____
Signature of Billing Clerk Date