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:	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 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, money order, cashier or certified check or paid in the Treasury Office by Visa or MasterCard. Please write the Property Violation Number on the reference line of your payment.
Your money order, cashier or certified check may be made out to the **CITY OF LANCASTER, PA.**
Personal checks will NOT be accepted as payment on a violation that is being appealed.

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