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 PVN payment in full including the $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. If the appeal is granted, you will be reimbursed your PVN payment as well as the appeal fee. 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