Borough of Sewickley

Parking Authority

FORMAL PARKING TICKET APPEAL FORM

Today’s Date

Date of Parking Ticket

Vehicle Owner’s Name

Your Name (if different from vehicle owner’s name)

Address

Parking Ticket ID (located at the top of ticket)

Phone No.

Reason for Appealing the issued ticket:

Appeal Instructions/Procedures:

1. Fill out the Formal Parking Ticket Appeal Form in its entirety and attach a copy of your ticket. Keep the original for your records. Missing information may result in your appeal being denied.

2. Submit completed form and copy of ticket to: Sewickley Borough Parking Authority, 601 Thorn Street, Sewickley, PA 15143. Allow ten days for a written determination.

3. Completed Forms must be submitted within 30 days of the date of the ticket.

4. You may appeal the determination by submitting a letter requesting to speak at the next scheduled meeting of the Sewickley Parking Authority.

5. Appeals must be submitted within 30 days of the date of the determination letter.

6. A final determination will be made by the Parking Authority.

7. If the appeal is denied, individuals will receive in writing his/her right to appeal to the Court of Common Pleas within 30 days of the final determination.

Signature