

# 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

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Parking Ticket ID (located at the top of ticket)

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