KUTZTOWN BOROUGH POLICE DEPARTMENT
PARKING TICKET APPEAL FORM

APPELLANT NAME

FIRST NAME:		MIDDLE:		LAST:	

APPELLANT HOME ADDRESS

STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:

TELEPHONE NUMBER (INCLUDE AREA CODE):

APPELLANT LOCAL ADDRESS

CHECK IF SAME AS HOME ADDRESS: ☐

STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:

TELEPHONE NUMBER (INCLUDE AREA CODE):

VEHICLE INFORMATION

MAKE:		MODEL:		MODEL YEAR:		COLOR:	
LICENSE PLATE NUMBER:			LICENSE PLATE STATE:				

PARKING TICKET INFORMATION

PARKING TICKET NUMBER:		DATE ISSUED:		TIME:	
LOCATION OF VIOLATION:					

REASON FOR APPEAL

SEE SPECIAL INSTRUCTIONS ON BACK FOR APPEALS REGARDING PARKING ON PRIVATE PROPERTY AND DISABLED VEHICLES

FOR DEPARTMENT USE ONLY

DATE RECEIVED:		DATE TO OFFICER:		DATE REVIEWED BY CHIEF:		DATE RETURNED:	

KUTZTOWN BOROUGH POLICE DEPARTMENT
PARKING TICKET APPEAL FORM

REASON FOR APPEAL – ADDITIONAL NARRATIVE

SPECIAL INSTRUCTIONS REGARDING PARKING ON PRIVATE PROPERTY

In the case of an appeal for a parking ticket issued for PARKING ON A PRIVATE LOT WITHOUT CONSENT (Box #12 on the parking ticket), the Parking Ticket recipient MUST contact the property owner of the parking lot where the parking ticket was issued. Appeals for these types of violations will not be considered without written verification from the property owner that the parking ticket recipient was authorized to park on the lot in question. Such written verification must be submitted with the Parking Ticket Appeal Form or the appeal will not be considered.

SPECIAL INSTRUCTIONS REGARDING DISABLED VEHICLES

Appeals where the appellant is claiming that the vehicle was disabled at the time that the parking ticket was issued MUST be accompanied by documentation supporting the claim of disability. Examples of this documentation would be sales or service receipts of repairs to the vehicle ticketed and must also include the date of repair or service.