

**DOWNINGTOWN CODE ENFORCEMENT DEPARTMENT**  
**SNOW & ICE REMOVAL VIOLATION APPEAL FORM**

NOTE TO APPLICANT:

- (1) PLEASE FILL IN FIELDS WITH DATA FROM YOUR TICKET. (DO NOT SEND TICKET IN WITH APPEAL)
- (2) PLEASE WRITE LEGIBLY. IF YOUR APPEAL IS NOT LEGIBLE, YOUR APPEAL WILL AUTOMATICALLY BE DENIED.
- (3) BY SIGNING THIS FORM, YOU AGREE TO THESE TERMS.
- (4) RETURN TO: *DOWNINGTOWN CODE ENFORCEMENT DEPARTMENT, 4 W. Lancaster Avenue, Downingtown, PA 19335*

\_\_\_\_\_

Property \_\_\_\_\_  
Address: \_\_\_\_\_

Date Ticket Issued: \_\_\_\_\_

Registered Owner's Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Reason for the Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please use reverse side if needed*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YOU MUST SUBMIT YOUR APPEAL WITHIN SEVEN (7) DAYS OF THE TICKET DATE. YOUR APPEAL WILL BE REVIEWED WITHIN FIVE (5) DAYS. FOLLOWING THE REVIEW OF YOUR APPEAL, A DECISION WILL BE FORWARDED TO YOU BY U.S. MAIL. YOUR PENALTY WILL NOT INCREASE DURING THE APPEAL PROCESS. YOU MAY ONLY APPEAL A TICKET ONCE. TICKETS WHICH HAVE BEEN PREVIOUSLY DENIED, WILL NOT BE REVIEWED AGAIN. BY SIGNING THIS FORM, YOU AGREE TO THESE TERMS.

**BELOW FOR OFFICE USE ONLY**

\_\_\_\_\_ Appeal Granted      \_\_\_\_\_ Appeal Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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