

**PARKING TICKET APPEAL**

Please follow these procedures when appealing a violation:

Appeals must be in writing and mailed or delivered to:

Parking Clerk  
Town of Rockport  
37 Broadway  
Rockport, MA 01966

Make a copy of this notice and mail with your written appeal with a self-addressed stamped envelope.

Your written appeal should state your case clearly and concisely as to why you believe that you should not be held accountable to pay the parking tickets(s) in dispute. Include any maps, drawings or photographs to support your case.

Your written appeal will be answered within 30 days of receipt. You will not be charged any late fees during the appeal process.

You will be notified in writing as to the determination of your appeal.

Please provide the following information:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

STATE & REGISTRATION # \_\_\_\_\_

TICKET # \_\_\_\_\_

DATE OF VIOLATION \_\_\_\_\_ VIOLATION CODE \_\_\_\_\_

BASIS FOR APPEAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may use a separate sheet if needed.