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
34 Broadway (Lower Level)
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:
_____
_____
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_____

You may use a separate sheet if needed.