

## PARKING TICKET APPEAL PROCESS

Please follow these procedures when appealing a Violation  
Appeal must be submitted within **TWENTY ONE DAYS (21)** of receipt.

Appeals must be in writing and mailed or delivered to:

**TOWN ADMINISTRATOR  
TOWN HALL-140 WOOD ST.  
SOMERSET, MA. 02726**

Your written appeal must include a self-addressed stamped envelope and the original ticket must accompany your request. 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 ticket in dispute. Include any maps, drawings or photos 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 CODE: \_\_\_\_\_

TELEPHONE# \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

TICKET # \_\_\_\_\_ DATE OF VIOLATION: \_\_\_\_\_ VIOLATION CODE: \_\_\_\_\_

**BASIS FOR APPEAL:-**

---

---

---

---

---

---

---

---