



## Ketchikan Gateway Borough Parking Ticket Appeal Form

Individuals have 20 days from the date of the violation to file an appeal, either on the Borough website: **www.kgbak.us**, or in the Borough Manager's Office at 1900 First Avenue, Suite 210.

Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Contact Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Color of Ticket: \_\_\_\_\_

Ticket Number: \_\_\_\_\_

Description of Vehicle: \_\_\_\_\_

### **Evidence Supporting Appeal:**

Please attach any evidence that you wish to be considered as part of this appeal. **This includes, but is not limited to, a copy of the ticket and/or any receipts.**

### **Written Statement:**

Please state why you believe you are not guilty of the offense for which the you received the ticket.

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### **Right to Hearing:**

An appellant may request an in-person hearing before a hearing officer or may have the hearing officer decide the matter without a hearing. Unless a hearing is requested *in the written statement portion of this appeal form*, the appellant's rights to a hearing, to represented by counsel at appellant's cost, and the opportunity to present evidence and to examine and cross-examine witnesses will be waived. If the appellant waives the hearing, the hearing officer may determine the case based upon the written statements of the appellant, the issuing officer and any witnesses and upon the hearing officer's own observations. Unless otherwise agreed by the appellant and the hearing officer, any hearing requested shall take place no later than 15 days from the date the written notice of appeal is filed with the Borough.

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

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