

**TOWN OF FARMINGTON  
CITATION APPEAL FORM**

Please fill out this form completely and return it to the Town of Farmington Municipal Hearing Officers, 319 New Britain Ave., Unionville, CT 06085 within ten (10) days from the date of issuance of the citation or receipt of this notice.

CITATION TICKET NUMBER \_\_\_\_\_

ISSUED DATE \_\_\_\_\_

OFFICER \_\_\_\_\_

LOCATION \_\_\_\_\_

PLATE NUMBER & STATE  
(if applicable) \_\_\_\_\_

REASON FOR APPEAL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A DIAGRAM MAY BE HELPFUL. USE ADDITIONAL SHEET IF NECESSARY)

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

Would you like to have the Town Official who issued you the citation at your hearing?

\_\_\_\_\_ YES  
\_\_\_\_\_ NO

## INFORMATION SHEET

(Please read carefully)

If you wish to appeal, you must return in person or by mail the completed appeal form on the reverse side to the Town of Farmington, Municipal Hearing Officer, 319 New Britain Avenue, Unionville, CT 06085 within ten (10) days of the date of your notice. Your appearance is required on the date and time you are scheduled, unless the Hearing Officer has agreed upon other arrangements. Reasonable requests for a postponement or continuance will be decided by the Hearing Officer. Payment is required after an assessment is made, so Payment is not expected before the hearing.

If you do not appeal, within ten (10) days, you will be deemed to have admitted liability for the fine. Payment of the fine must be made within thirty (30) days from the date of the issuance of the citation to the Farmington Finance Office, 1 Monteith Drive, Farmington, CT 06032. If payment is not received within thirty (30) days from the date of issuance of the citation, the fine may double.