



City of Portage

Bulk Item / Other Trash Fee Appeal

Sec. 70-72 Appeal Rights.

A customer who disagrees with a fee imposed under the Fee Schedule referred to in Section 70-56 may appeal the imposition of the fee to the Board of Public Works and Safety by submitting a written request to the Clerk-Treasurer's Office **within two billing cycles of the charge.** The decision of the Board of Public Works and Safety shall be final.

*Resident Name: _____ Date: _____

*Name listed on Portage Utility Bill

Address: _____ Phone: _____

Email Address: _____

Date Charge Incurred: _____ Fee Amount Appealed: \$ _____

State the reason you believe the fee should be reversed: _____

Signature: _____

Date Scheduled for Board of Works Hearing: _____

Owner / Resident: *It is your responsibility to appear at the above listed hearing and provide adequate documentation or testimony for the board to review to explain your reasoning that the fee was assessed in error or should be reversed. Scheduled meetings at 9am on the 2nd and 4th Tuesdays of the month.*

Send copy to General Services, 2303 Hamstrom Rd, Portage, IN 46368 Email: PSD@portage-in.com

Department Administration number (219) 762-4564

www.portagein.gov

For Office Use:

Date Appeal Heard: _____

Verdict: Charge Upheld Charge Overturned Other _____

Signature of Presiding Member: _____