



City of Portage

Bulk Item / Other Trash Fee Appeal (20200115)

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 (Owner) 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: _____

NOTE*: This form must be completed and submitted to be placed on the board agenda for review.

Owner / Resident: It is your responsibility to appear at the next scheduled hearing and provide adequate documentation or testimony for the board to review, explain your reasoning that the fee was assessed in error or should be reversed. Scheduled meetings are 11am on the 2nd and 4th Tuesdays of the month located on the second floor at 6260 Central Ave of the Portage Police Department.

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: _____