

**OFFICE OF CITY TREASURER**  
**PROPERTY CODE DIVISION**  
**PROPERTY VIOLATION HEARING REQUEST / WAIVER PROCEDURES**

Section 1: Personal Information

- Enter name, current mailing address and phone number

Section 2: Property Violation Information

- Check applicable response
- Sign and date

Section 3: Office Use Only

- Section 3 will be completed by the City Treasurer's Office.

**Request forms along with a copy of the contested violation, written detailed explanation (photos, diagrams, witness statements, etc.) may be submitted in person, or by email to [parking.dispute@springfield.il.us](mailto:parking.dispute@springfield.il.us) or by mailing to:**

Office of the City Treasurer  
300 South 7<sup>th</sup> Street  
Room 104 MCW  
Springfield IL 62701

For further information, contact the City Treasurer's Office at 217-789-2224 ext 5033