

City of Charleston Public Works- Refuse Citation Dispute Form

(City Code § 98-1)

For consideration, a dispute must be filed in writing with the Director of Public Works within 10 calendar days of the violation date shown on the refuse citation; any untimely filed dispute will be denied.

Name:		Phone Number:	
Mailing Address:		Email Address:	
		Citation Number:	

This dispute of the Refuse Citation referenced above is based upon the following grounds (attach additional pages if necessary):

Signature: _____ Date: _____

Your dispute must be filed by mail, hand-delivery, or e-mail as follows:				
Mail to:	Director of Public Works P.O. Box 2749 Charleston WV 25330	Hand-deliver to:	Charleston City Clerk, City Hall 3rd Floor 501 Virginia Street East Charleston, WV 25301	E-mail to: publicworks@cityofcharleston.org

Once received, your dispute will be forwarded to the Director of Public Works for consideration. Upon review, the Director will issue a decision which will be mailed or e-mailed to you. For questions, please call the Public Works Director's Office at (304)348-6850.

For Office Use Only
DIRECTOR'S RULING

Upon review by the Director of Public Works, the dispute request is hereby:

- ☐ Denied as untimely filed, and the citation is immediately due and payable; or
- ☐ Denied upon the specific facts, and the citation is immediately due and payable; or
- ☐ Granted, and the citation is dismissed; or
- ☐ Granted in the following manner:

Director of Public Works

Date

Appeal Rights: Per City Code § 98-1, if you disagree with the Director's decision, you have the right to appeal it to the City of Charleston Municipal Court within 10 days of receipt thereof. To appeal, you must pay the required amount of the fine in full to the City Collector as directed on the citation as an appeal bond. The City Collector must issue a receipt to you showing the amount of the bond paid. Your appeal must be filed in writing along with a copy of the bond receipt.