



City of Northampton, Massachusetts
City Hall, 210 Main Street
Northampton, MA 01060
(413) 587-1210 Fax: (413) 587-1264

Winter 2011-2012

Re: Vehicle Tow Reimbursement Request

Dear Claimant:

You inquired about filing a claim for vehicle tow reimbursement. It is the policy of the Ordinance/Claims Committee of the City Council and the City of Northampton Parking Department that you first must appeal the parking ticket you were issued prior to your vehicle being towed.

You must be successful in the parking ticket appeal in order to file a request for a vehicle tow reimbursement. There are directions on the parking ticket that direct you on filing an appeal and please note there is a time limit on appealing a parking ticket.

If you are successful in appealing the parking ticket, then please fill out the attached vehicle towing reimbursement request form. You must supply a copy of the letter proving the ticket was overturned, and a receipt for the towing charges.

Your request will then be heard at an Ordinance/Claims Committee meeting. When your claim is put on the Claims Committee meeting agenda, you will be notified. You are not obligated, but you are welcome to attend this meeting.

Sincerely,

Mary L. Midura
Executive Secretary
Ordinance/Claims Committee



City of Northampton, Massachusetts

CLAIM QUESTIONNAIRE

Vehicle Tow Reimbursement Request

You wish to request reimbursement of a towing charge imposed due to a snow emergency or some other safety issue.

You received a parking ticket at the same time your vehicle was towed. You must appeal the parking ticket before you can file for a vehicle towing reimbursement. Instructions for appealing the parking ticket are found on the back of the parking ticket or by calling the Parking Clerk's Office at (413) 587-1025.

If you are successful in appealing your parking ticket, then you may submit a vehicle towing reimbursement request. You must supply a copy of the letter proving that the ticket was overturned and a receipt for the towing charges. Your request will be heard at a Claims Committee meeting and a determination on your request will be made at the meeting.

1. Name of Claimant _____
Address _____
City/Town _____ State _____ Zip Code _____
Telephone _____
2. Date & Time of Ticket and Tow _____
Location of Ticket and Tow (be specific) _____

3. Description of Vehicle (Make, Model & Year) _____

4. What was the tow charge? _____
5. If your vehicle was towed from a public way during a validly declared snow emergency,

your claim will most likely be denied. State any information upon which you base your opinion that your claim should be allowed _____

6. Any other damages claimed (be specific) _____

I ACKNOWLEDGE RECEIPT OF THIS FORM AND THE ACCOMPANYING INSTRUCTIONS AND SNOW REGULATIONS SENT WITH IT. I'VE READ THE INSTRUCTIONS AND UNDERSTAND THAT IF I AM CLAIMING DAMAGES FOR OTHER THAN A TOWING CHARGE, I MUST FILE A DIFFERENT FORM.

Signature _____ Date _____

Return this form to:

Claims Committee
210 Main Street, Room 16
Northampton, MA 01060