

ALTERNATE SIDE/SNOW REMOVAL PARKING CITATION APPEAL

This appeal process is for parking citations received in violation of the alternate side parking ordinance on Greenwood Ave, College Drive, University Plaza, OR not removing a vehicle from a parking lot during a snow emergency declaration or scheduled snow removal time.

All appeals must be in writing, and received by the University Police **within five days** from the date and time the parking citation was issued. Late appeals will be refused unless the appellant can produce evidence of extenuating circumstances that prevented the appeal from being filed within five days.

The written appeal maybe mailed, faxed or delivered in person to the University Police Office at 106 Royce Hall, or handed to an on-duty University Police Officer.

All appeals will be reviewed by an appeals committee **within ten days** from the date and time the parking citation was issued. You will be notified of the appeals committee decision by receiving a copy of this form at the address provided by you within **fifteen days** of the date and time on the citation. Do NOT assume your citation has been voided because you have filed a written appeal.

If you are appealing more than one parking citation, a separate appeal is required for each citation.

Parking Violation: _____ Alternate Side _____ Parking Lot 2AM-6AM _____ Scheduled Snow Removal

Parking Citation Number: (located in upper right corner of citation)_____

Registered owner's name:_____

Appellant's name: _____

Email address:_____

Local mailing address:_____

Local or cell phone number:_____

Reason for appealing the citation:_____

You may attach a typed document or continue on the back if more space is needed.

Signature Required: _____ **Date:** _____

=====

Appeal received: Date _____ Time _____ By _____ Via _____

Did the issuing officer contact the driver/owner/student prior to issuing the citation: Y N

Photograph of vehicle taken by issuing officer: Y N

Appeals committee review: Date _____ Time _____

Action of Committee: _____ Citation Upheld _____ Citation Dismissed

_____ Fine Amount Reduced to \$ _____

Copy mailed to appellant on _____

Original must be returned to the University Police
106 Royce Hall 1 University Plaza Platteville WI 53818-3099
608-342-1584 FAX: 608-342-1641