

**Parking Citation Number:** \_\_\_\_\_

**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 of Housing Staff, **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.

**PLEASE READ CAREFULLY**

- ◆ You must provide specific dates and times, remembering that the date changes at midnight.
- ◆ If claiming that a university employee/staff member provided wrong information, you must include the name of the individual so that information can be verified.
- ◆ If claiming a sign or other written communication was wrong, you must provide the document or name of employee/staff member who can verify an error was made.
- ◆ If claiming serious illness, long term absence, funeral, campus trip, etc., you must provide a name of a university employee/staff member or other source to verify the information provided.
- ◆ If appealing more than one parking citation, a separate appeal is required for each citation.
- ◆ All information provided is expected to be truthful. An appeal will be rejected if based on false information intentionally provided by the appellant.

Registered owner's name: \_\_\_\_\_

Appellant's name: \_\_\_\_\_

Email address: \_\_\_\_\_

Local address: \_\_\_\_\_

Local or cell phone number: \_\_\_\_\_

=====
**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 will remain on file with the University Police.**

