

Citation Issued Date _____

Parking Citation Number: _____

SNOW EMERGENCY FOR PARKING (SEP)/RES. HALL LOT SNOW REMOVAL CITATION APPEAL

This appeal process is for parking citations received in violation of the SEP on Greenwood Ave., College Dr., University Plaza, OR not removing a vehicle from a residence hall parking lot during a snow removal, OR parking in any unauthorized area during a 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 may be mailed, faxed or delivered in person to the University Police at 134 Brigham Hall, or handed to an on-duty University Police Officer.

All appeals will be reviewed by an appeal committee composed of students and Student Housing staff **within ten days** from the date and time the parking citation was issued. You will notified of the appeal committee's decision by receiving a copy of this form at the address provided by you **within fifteen days** of the date and time of 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.
- Supporting documentation of your claim must be stapled onto your appeal for evidence at the time you turn in your appeal.
- 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: _____

Staff Use Only

Appeal received: Date: _____ Time: _____ By: _____ Via: _____

Appeal Committee review: Date: _____ Time: _____

Action of Committee: _____ Citation Upheld _____ Citation Dismissed _____ Other

Copy mailed to appellant on _____

Original will remain on file with the University Police

Parking Citation Number: _____

PARKING VIOLATION: _____ SEP _____ RES HALL LOT SNOW REMOVAL _____ LOT/CIRCLE 2AM-6AM

Reason for appealing the citation: _____

Multiple horizontal lines for writing the reason for appealing the citation.

Attach any supporting documentation.

Signature Required: _____

Date: _____