

# UNIVERSITY PARKING CITATION APPEAL

This form is not to be used for Alternate Side/Snow Removal appeals

**Parking Citation Number:** \_\_\_\_\_  
*Located on the upper, right corner of the parking citation*

The appeal process is to contest or appeal a parking citation based on facts or circumstances that the issuing officer would not have known at the time. Please remember the appeal process is not a process to file parking complaints.

Anyone contesting a university parking citation must complete a written appeal within **five business days** from the date/time the citation was issued. If the citation appeal is filed after that time, the appellant must provide verifiable information as to why the appeal could not be filed within the five day period. The written appeal will be forwarded to the issuing officer for his/her review. The issuing officer will be responsible for contacting the appellant by the method indicated by the appellant.

If the appeal is denied, the fine must be paid within ten days of the disposition notice or additional penalties will be assessed with each unpaid notice generated.

You may appeal any citation, however, examples of circumstances which are not considered valid for an appeal are:

- Lack of a parking space
- Lack of a convenient parking space
- Only there for a short time
- Time constraints – being late
- Lack of funds
- Failure to display the appropriate parking permit (digital photos are taken)
- Not seeing or reading posted lot signs
- Violations of handicap parking restrictions

Appellant Name: \_\_\_\_\_

Please indicate how you wish to be contacted regarding the disposition of this appeal:

Letter: Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

On the back of this form, or by attaching a signed, dated written statement to this form, provide the reasons or circumstances why you believe this citation was issued in error or why you should be excused from responsibility for payment of this citation. Verifiable information regarding a medical emergency or a mechanical problem must be included with this form. If you are appealing a disabled/handicap parking citation, you must provide proof that a disabled placard or registration has been issued to you by a State Dept of Transportation.

