PARKING CITATION APPEAL FORM

Directions
Please Note: A parking appeal must be made no later than (7) seven days after the citation was issued.

STEP 1 - MAILING ADDRESS
Name: 
Street: 
City: 
State: 
Zip: 

STEP 2 - APPEAL # (Check One)
1st Appeal
2nd Appeal
Personal Appeal

STEP 3 - OTHER INFORMATION
License Plate: 
Decal #: 
Vehicle Make: 
Assigned Lot: 
Citation #: 
Date of Citation: 

STEP 4 - STATEMENT OF APPEAL
In the space below, please state with clarity your basis and reason for the appeal. We recommend that you attach a diagram showing the manner in which you were parked. You will be notified by copy of the Appeals Committee's decision.

PLEASE NOTE: A lost permit, poor judgment, absentmindedness, short term parking, failure to display the permit and or not seeing the parking enforcement signs are not acceptable grounds for an appeal.

Signature: 
Date: 
I hereby certify that the above is a true and accurate statement of my appeal.

FOR COMMITTEE USE ONLY - DO NOT WRITE BELOW THIS LINE
Appeal Granted
Yes 
No 
Date of Meeting 
Date Mailed 

Basis 

Fine Amount $ 

Rec'd by 
Faculty 
Student 
Chair, Parking Appeals Committee 

Date 
Staff 
Visitor