

TOWN OF NASHVILLE

PARKING TICKET REVIEW FORM

This administrative review by the Nashville Police Department is to determine whether to withdraw the parking ticket that was issued to you. Additional fines and penalties will not be added while a ticket is under the review process. **Do not contact the officer.**

A parking ticket may be withdrawn in certain circumstances. This depends on the facts in each individual case. You should attach copies of any documents that support your claim. **Tickets are generally not withdrawn simply because the parking rules were inconvenient for you or because you failed to observe the posted parking limits.**

You will be notified by phone, email or mail of the Police Department's decision generally within 2 weeks of filing the appeal. If the Department has withdrawn your ticket, no further action is required. If the Police Department has not withdrawn your ticket, you may appeal your ticket to the Nashville Town Council. This requires you to appear at the next regular scheduled meeting located at 200 Commercial Drive Nashville. To appeal the ticket with the Nashville Town Council you will be required to notify the investigating officer of your intentions by telephone or email at the time of notice. **If you choose to not appear at the Nashville Town Council meeting, you must pay the fine within 5 business days to avoid a late penalty.**

Prior to any appeal being granted, all previous unpaid parking fines must be paid in full.

Appeals accepted up to 7 days from date of ticket issuance.

Appeal procedure

You should include the following information stated below:

1. Fill out the parking appeal form
2. Appeal should be made within 7 days of receiving the ticket
3. Photocopy of the ticket. Retain original for your records
4. All appeals should have name, address, email and daytime telephone number
5. While appeal is pending no late fee will be charged to your ticket
6. All appeals will be investigated

Handicapped parking permit procedure

The following information is also needed in addition to the above if you are disputing a Parking Ticket and have a **valid** Handicapped Permit.

1. Photocopy of the Handicapped Permit (Removable windshield card)
2. Photocopy of driver's license

Residential parking permit procedure

1. Photocopy of the residential permit
2. Photocopy of driver's license

(PLEASE PRINT)

TODAY'S DATE: _____

TICKET NUMBER: _____

YOUR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

EMAIL: _____

BELOW, please describe why you feel your ticket is not justified.

SIGNATURE: _____

I affirm under penalty of perjury that the statements above are true and correct.