

APPEAL TIPS

- Describe the facts of the matter including when, where, how, and/or why the incident occurred.
- If extenuating circumstances are presented as cause for appeal, supporting documentation should be included (i.e. accident report, auto repair bills).
- Enclose a photograph, map or diagram of the parking space in question if you believe it will help the Hearing Board understand the basis of your appeal.
- Explain your action did not constitute a violation by applying the parking regulation in question to the facts you have discussed.

RATIONALES FOR APPEAL

Appeals may be granted for these reasons:

- There is substantial evidence that you did not commit the violation for which the citation was issued; or
- You may have committed the violation, but circumstances were not under your control; and
- Prior to being issued the citation, you made some demonstrable attempt to notify the Police Department of the situation, or
- You can produce written verification from a source who was a party to the situation establishing that the situation was so unusual it cannot reasonably occur again;
- There may have been extenuating circumstances that prevented you from avoiding the citation.

WEAK RATIONALES FOR APPEAL

- Lack of knowledge of the regulations;
- Forgetfulness;
- Parking for “just a short period”;
- Inability to find an authorized parking space;
- Failure to properly display the parking permit;
- Disagreement with, or inability to pay the fines;
- Abducted by aliens (already been used).