City of Longmont

Parking Citation Appeal Form

This process is an administrative review of your parking citation. If you feel that the citation you received is unwarranted, provide a statement regarding why ticket is invalid/improper using this form and mail or bring it along with a copy of the original ticket within 20 days of the date on the ticket to: Community & Neighborhood Resources, Administrative Parking Ticket Appeal, 350 Kimbark Street, Longmont, CO 80501

Upon receipt of this form and a copy of the ticket the Administrative Review process will have up to 20 days to make a determination based on the merits of your case and you will be notified of the results in writing at the address provided in part 1 of this form.

Appellant fill out Part 1 and Part 2 only.

Part 1 (Completed by Appellant) **TYPE OR PRINT CLEARLY**

Name _____ Phone _____

Address _____ Today's Date _____

City _____

State, Zip _____

Email address: _____

Ticket #_____ License Plate #_____ Amount $_____

Part 2 (Completed by Appellant) **TYPE OR PRINT CLEARLY**

Caution: Any statements made on this form may constitute an admission on your part.

Why is this ticket invalid/improper: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Use a blank sheet if more space is needed and provide attachments as needed.)

_____

Signature Required

Check One: ❑ Registered Owner ❑Driver

Part 3 COMPLETED BY OFFICER - PRINT CLEARLY

PLEASE RETURN TO PARKING VIOLATIONS OFFICE BY: _____ (Date)

OFFICER'S COMMENTS, NOTES OR DIAGRAMS :_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Officer's Signature _____ (Date) _____

Part 4 FINDING OF HEARING - PRINT CLEARLY

The Administrative Review Officer has made the following decision on the parking ticket which you placed on appeal. This decision was based on the information provided by you and the issuing officer.

❑ Dismissed
❑ Not Dismissed

The reason for granting or denying a dismissal is:_____

_____

_____

_____

If a "Not Dismissed" decision is determined, payment must be received by the Finance Department at the Civic Center Complex, 350 Kimbark Street, Longmont, Colorado 80501 or you must request a formal review hearing with the Municipal Court within 60 days of the date of the citation.

_____ _____

Authorized Signature Date
HEARING OFFICER

Form updated: 04/17/18.