



REQUEST FOR CITATION DISMISSAL

Date: _____

Violators Name: _____

Violators Address: _____

Violators City, State, Zip: _____

Violators Telephone: _____

Citation #: _____ Issue Date: _____

Reason for requesting dismissal:

APPEALS PROCESS:

- The parking program has set up an administrative appeal process for individuals who believe their parking citation was issued in error.
- Individuals will be contacted by letter about seven to fourteen business days after the citation dismissal form has been submitted and advised whether the citation will be upheld or dismissed. At that point you will have seven days to pay your fine from the date of the letter in order to take advantage of the discount shown on the citation.
- The parking fine will hold at the discounted amount if you submit appeal within first seven days of receiving citation.
- If the appeal is denied, you must post a bond, which is the price of the citation, to request a hearing before an independent hearings officer.

MAIL, EMAIL OR BRING THIS FORM, EVIDENCE SUPPORTING YOUR CLAIM, AND A PHOTOCOPY OF THE CITATION TO:

PARC OnStreet
222 S. 1st St Ste. 106
Louisville, KY 40202
Phone: 502-569-6222
Fax: (502) 569-6611

NOT REASONS FOR AN APPEAL:

- Lack of knowledge of the City's parking regulations.
- Appointment conflicts or tardiness going or returning from appointments.
 - Inability to find a legal parking space.
- Failure to have appropriate or sufficient amount of coins.
 - Broken or malfunctioning parking meter.