PARKING VIOLATION APPEAL FORM

Please print legibly and include copies of any evidence to support your claim.

Name: ____________________________ Address: ____________________________
City, State Zip: ____________________________ Phone Number: (____) _________

Status:
□ Student ID #
□ Staff/Faculty

Notice:
All persons receiving a citation have the right to appeal within twenty-one (21) calendar days of the date the citation was issued. To file an appeal, complete the form and sign the statement. Appeals may also be submitted online at https://www.paymycite.com/cypresscollege or call (866) 420-2868.

A lost ticket, forgetfulness, parking for only a short period, failure to display a parking permit, and/or not seeing the posted signs are unacceptable grounds for appeal. Please write legibly and be very specific. Also, please provide the following documents as evidence to accompany the appeal form:

1) A copy of your citation.
2) A receipt showing payment for your parking permit (Your print out).
3) A copy of any other type of evidence to support your claim.

Important:
Complete information will be necessary for an appeal to be processed. Incomplete or errors in your appeal will result in delay or unfavorable rulings.

Reason for appeal:
Provide specific and verifiable facts, including diagrams that substantiate your appeal and attach copies of any repair slips, medical information, etc.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
If more room is needed please attach a separate sheet of paper.

I certify that the foregoing statements are correct:
Signature: ____________________________ Date: ____________________________

FOR OFFICE USE

Date Received: ____________________________ Received by: ____________________________
Director's Signature: ____________________________ Date Reviewed: ____________________________

□ Citation Upheld
Parking Reviewer's comments/reason for upheld citation:
A valid parking permit must be displayed in plain view at all times in all campus parking lots and on College Circle.
Parked in an area reserved for staff only. Valid permit not displayed.
Parked in an area reserved for disabled persons. A valid blue state placard is required.
Parked in an area reserved for "Cypress College owned vehicles only".
Meter violation. No time displayed on the meter.
Parked in a limited time zone (5, 24, or 30 minutes).
Parked in a red/yellow zone.
Parked in a no parking zone.
Parked out of stall.
Parked in a fire lane. Reserved for emergency vehicles only.
Parking permit not displayed properly.
Head in only parking. Signs posted.
Fee changed from $28.50 to $25.00.

□ Citation Dismissed
Evidence provided.
No evidence provided.

Results viewed: Date: ___________ Initial: _______