

PARKING VIOLATION APPEAL
MONROE COUNTY PARKING PROGRAM AT MONROE COMMUNITY COLLEGE
PARKING SERVICES • (585) 292-2700

FOR OFFICE USE ONLY
Date Received _____
Received By _____

MAILING ADDRESS

Name _____
Street _____
City _____ State _____ Zip _____
Telephone # _____

License Plate # _____
Vehicle Type _____
Parking Citation # _____
Student Employee Visitor

Documents substantiating this statement should be attached. The appeal form must be filed with fifteen (15) days from the date of the ticket. A lost ticket, forgetfulness, parking only for a short period, failure to register vehicle, and/or not seeing the signs are unacceptable grounds for appeal. Please write legibly and be very specific. Diagram if necessary. You will be notified by copy of this appeal form of the decision.

I hereby request an appeal on the issuance of the above violation for the following reason(s): _____

I affirm that the above statement is true and accurate to the best of my knowledge and belief. I understand the decision of the Appeal Administrator is final and binding without further right of review.

Signature Date MCC ID Number

FOR APPEAL ADMINISTRATOR ONLY - DO NOT WRITE IN THIS AREA

Appeal Granted: Yes No Date of Meeting _____

Basis: _____

Fine Amount \$ _____

APPEALS

Filing an Appeal – All parking violation appeals must be submitted in writing.

Violations of the New York State Vehicle & Traffic Laws must be in writing and individuals must appear in person before the Appeal's Board.

In both cases, your appeal must be submitted or postmarked within 15 calendar days of the citation's issuance. If the deadline is not met, your appeal will not be eligible for review and your rights to appeal will be forfeited.

Except in rare and unusual circumstances, the only proper basis for an appeal is contention that the cited regulations were not violated. It is no excuse that the individual "thought it was no violation" to do what he or she did, "did not mean to" violate a regulation, or "saw other vehicles doing the same thing." The issue on an appeal is whether or not the cited regulation was violated. **It is strongly encouraged that the appellant include supporting evidence, i.e. documentation, statements from witnesses. In the absence of such supporting evidence, the Appeal Administrator shall be strongly inclined to accept the validity of the ticket as written.**

Examples of Defenses that are **NOT** grounds for appeal (and will not be accepted):

Student in the Visitor Lot/Visitor Metered Spaces	Student without a valid parking registration for the semester
Never received the ticket	Did not know the Parking Rules
Only parked a few minutes	Lot was full
Was late/weather was bad	Had my flasher on
Picking up/dropping off friends/books/labs etc.	Someone else was using my car
Inability to pay fine	My co-worker/friend told me I could park there
Repeat violations/multiple violations for same type	

Documentation when appealing a Handicap violation **must** be submitted:

- Copy of (valid) handicap hangtag
- Copy of individual's driver's license

The following rules apply to Vehicle & Traffic Law Violations for expired registration and expired inspections:

- **Expired Registration** – Vehicle must have been re-registered within the 15 days of violation issued in order to submit appeal. (Must provide proof with appeal)
- **Expired Inspection** – Vehicle must have been inspected within 15 days of violation issued in order to submit appeal. (Must provide proof with appeal)

Appeals will be forwarded to the Appeal Administrator.

The Appeal Administrator has the authority to dispose of a case by: 1. upholding the charge(s) completely; 2. upholding the charge(s) but reducing the fine to whatever amount it feels is appropriate in light of extenuating circumstances; 3. reducing the charges to a lesser offense; or 4. dismissing the charge(s) completely.

The decision of the Appeal Administrator shall be rendered and an email or mailed copy shall be furnished to the appellant. The decision of the Appeal Administrator is final without further right of review by the appellant.

Only the operator of the motor vehicle who has incurred the violation may appeal and/or appear in person to contest a violation. Violation Notices (tickets) which are issued and causes a motor vehicle to be impounded, along with the cost of impoundment and late charges may NOT be appealed.