

Mount St. Mary's College

Parking Citation Appeal Form

Instructions

This form is used to appeal a parking citation that you believe may have been issued in error or improperly. The appeals form must be submitted to Facilities Management Department – Chalon Box 3, within ten (10) calendar days of the issuance of the citation. Late appeals or appeals that are vague or incomplete will not be reviewed. All appeals must be Typed or Printed Clearly. Please limit your appeal response to the facts directly related to the issuance of the ticket.

A Parking Citation Appeals Committee will review the completed form within thirty days of receiving the form and send you their decision in writing. The Parking Citation Appeals Committee will render a decision on the merits of the appeal based upon only the facts submitted. The Parking Citation Appeals Committee cannot consider issues, which may have significance, but were omitted from the appeal.

Parking Citation Appeals Committee is composed of members from the Associated Student Body, Faculty and Staff. The respective governing boards of these organizations select their member representative.

**All decisions by the Parking Citation Appeals Committee
are FINAL and binding.**

(OVER)



PARKING CITATION APPEAL – Box 22
12001 Chalon Rd – Los Angeles, CA 90049

Date of Appeal
___ / ___ / ___

(TYPE or PRINT CLEARLY)

Name (print) _____

Faculty Staff Student Other _____

Address _____

Telephone Number: () _____

(Campus/Local)

City, St, Zip _____

Citation No. _____ Citation Date _____

VEH. LICENSE NO. _____

Parking Permit No. _____ Email _____

PLEASE ATTACH A COPY OF THE PARKING CITATION.

**SUBMIT TO:
Facilities Management
Box-22 on or before
the TENTH (10)
calendar day from the
date of the citation.**

Brief rationale for appeal: (What are the circumstances which cause you to believe that you should not pay this parking citation?)

I certify that the above statement(s) is/are correct.

Signature: _____

Date: _____

Parking committee will review your appeal, confer with Security, and send a written decision to the address provided.

FOR COMMITTEE USE ONLY

After considering your appeal, the decision is as follows:

- Reason: Your vehicle was parked in a restricted area, lot or parking space.
- Citation Dismissed Your vehicle was parked beyond the authorized time limit.
- Citation Upheld You failed to display a valid MSMC parking permit.
- (Full amount due 5 Your vehicle was parked in a non-designated area.
- Business days from Expired MSMC Parking Permit.
- Date Reviewed) Fire Lane violation.
- Disabled parking violation.
- Your vehicle was parked during restricted time period.
- Other: _____

Date Reviewed: _____