

CAZENOVIA COLLEGE CAMPUS SAFETY DEPARTMENT PARKING TICKET APPEAL FORM

Please read the reverse side of this form before completing it. Appeals of parking tickets issued on the Cazenovia College campus **MUST BE FILED WITHIN 7 DAYS OF THE DATE OF THE TICKET.** Attach the ticket you are appealing, or a copy of it, to this form. Your failure to attach the ticket, or a copy of it, will result in your appeal not being considered. Failure to complete all requested information of this form will result in your appeal not being considered.

COMPLETE THE FOLLOWING INFORMATION:

TICKET # _____ DATE & TIME ISSUED _____ DATE APPEALED FILED _____

LOCATION OF VIOLATION _____

VIOLATION(S) NOTED ON TICKET {CHECK APPROPRIATE LINE(S)}:

- NO VALID PARKING PERMIT
- PARKED ON GRASS
- PARKED IN DISABLED/HANDICAP SPACE
- PARKED IN NO PARKING AREA
- OTHER (specify) _____
- PARKED IN RESERVED OR DESIGNATED AREA
- PARKED ON SIDEWALK
- PARKED IN/ACROSS TWO SPACES
- BLOCKING DRIVEWAY OR ACCESS

NAME OF PERSON FILING THIS APPEAL: _____ **CELL PH #** _____

DORM/BUILDING & ROOM NUMBER: _____ **BOX#** _____ **E-MAIL** _____

HOME ADDRESS: _____

ARE YOU THE REGISTERED OWNER OF THE VEHICLE? YES _____ NO _____

IF YOU ARE NOT THE REGISTERED OWNER, PROVIDE THE REGISTERED OWNER'S:

NAME: _____ **STREET ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BASIS OF APPEAL (attach additional page if necessary):

DO NOT WRITE BELOW THIS LINE

DECISION OF CAMPUS SAFETY DIRECTOR:

Appeal approved, ticket & fine voided Limited Appeal Approved, ticket to stand, assessed fine voided Appeal Denied, forwarded to Appeals Committee

COMMENTS: _____

SIGNATURE: _____ **DATE:** _____

DECISION OF APPEALS COMMITTEE:

Appeal approved, ticket & fine voided Limited Appeal Approved, ticket to stand, assessed fine voided Appeal Denied, ticket and fine remain assessed

COMMENTS: _____

SIGNATURE: _____ **DATE:** _____

TICKET APPEALS

Parking tickets may be appealed within 7 days of the date of the ticket. A "Parking Ticket Appeal Form" must be completed. Attach the ticket, or a copy of it, to the completed Appeal Form. A Ticket History, listing any previous tickets, is then attached to the appeal and submitted to the Director of Campus Safety.

The Director of Campus Safety, or his designee, reviews the appeal and either approves or denies the appeal. Denied appeals are forwarded to the Parking Ticket Appeal Committee. The Committee meets on a regular basis, and their decision is final.

PARKING APPEALS

The following situations and explanations are typically **not** accepted as valid circumstances for parking in violation of Cazenovia College parking regulations:

- **An appeal based on how long you were parked in violation.** Campus Safety Officers will issue parking tickets to any vehicle found in violation of parking regulations. An appeal that states that the vehicle was only parked for a short time is not considered valid. **Exception:** At the Park Hall lot **ONLY**, there is a 15 minute grace period on Fridays and Sundays from 5 PM to 10 PM. The 15 minute grace period will be strictly enforced.
- **An appeal based on your need to get to class / work / an appointment on time.** It is suggested that you plan your schedules such that there is sufficient time to find and park in a legal space.
- **An appeal based on a lack of parking space near your destination.** Parking spaces are very competitive, and the campus parking system does NOT guarantee a space in a specific lot. You must park in a designated legal space.
- **An appeal based on the assertion that class was not in session.** Parking regulations are in effect throughout the year.
- **An appeal based on your need to load or unload.** Any vehicle that does not receive prior authorization from Campus Safety or display a special permit is in violation.
- **An appeal based on the assertion that you did not see the signs or markings.** It is the vehicle operator's responsibility to note and comply with all posted signage, notices, line markings, and policies as stated in handbooks.
- **An appeal from a visitor that s/he was not aware of the parking regulations.** It is publicized that faculty, staff, and students, are responsible for obtaining a valid visitor's parking permit for their guests.
- **An appeal based on the assertion that the person forgot to register his or her vehicle.** All vehicles must be registered within 24 hours of the vehicle being brought to campus. Vehicles not properly displaying a valid parking permit are considered unregistered.
- **An appeal based on a vehicle malfunction.** Persons who experience a vehicle malfunction should contact Campus Safety for assistance. Campus Safety can assist with on-campus vehicle jump-starts or will assist with contacting a service garage
- **Use of four-way hazard flashers.** Four-way flashers are designed to warn other motorists that your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.