

THE APPEAL PROCESS

The ParkSmart-Toledo Parking Violations Bureau provides an appeal process for individuals who believe their parking citation was issued in error.

You have a right to appeal a violation **within 15-days of the date of the infraction**. All Appeals are processed through the ParkSmart-Toledo Parking Violations Bureau located in the ParkSmart Service and Information Center. Here's how you go about it...

1. MAIL: request a **Request for Hearing Form** from **ParkSmart-Toledo Parking Violations Bureau, 227 North St. Clair Street, Toledo, OH 43604** or download a **Request for Hearing Form** from www.parksmart.org. Include your citation number, original citation and a brief explanation of your circumstances. If the citation is for a Handicap violation please include copies of your window placard and the registration for the window placard with this form and return to the ParkSmart-Toledo Parking Violations Bureau. Your Request for Hearing will be reviewed by the Parking Violations Bureau Manager. If you qualify, you will be notified of a hearing date within thirty (30) days.

2. IN PERSON: Present your original citation with a completed **Request for Hearing Form** to the ParkSmart representative. Your Request for Hearing will be reviewed by the Parking Violations Bureau Manager. If you qualify, you will be notified of a hearing date within thirty (30) days.

3. THE HEARING: You must either appear in person before the Hearing Officer on your scheduled date or submit your case in writing prior to the date.

For information contact:



-Toledo Parking Violations Bureau
419-242-7515

REQUEST FOR HEARING

Date:		
Name:		
Address:		
City:	State:	Zip:
Phone Number:		
Citation Number: <i>(limit - one (1) citation per form)</i>		
Citation Issue Date:		
License Plate Number:		
Registered Owner of Vehicle:		
Reason for Requesting Hearing:		

I have read the appeal process and acknowledge the reasons for requesting this Hearing to be true.

Signature:

Date:

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Things you need to know before you appeal your citation:

- The ***Request for Hearing Form*** must be submitted to the ParkSmart –Toledo Parking Violations Bureau within 15 days of the issuance of the citation.
- The original parking citation must be attached to the ***Request for Hearing Form***.
- **RETAIN A COPY OF THE DOCUMENTS YOU SUBMIT.** Original documents will not be returned.
- Incomplete information or failure to submit the ***Request for Hearing Form*** and documentation within the 15-day time period will automatically negate the opportunity to appeal.

NOT reasons for appeal:

- Lack of knowledge of the City of Toledo Ordinances.
- Appointment conflict or tardiness going to or returning from appointments.
- Inability to find a valid parking space.
- Failure to have the appropriate or sufficient amount of coins.



ParkSmart – Toledo Parking Violations Bureau
227 North St. Clair Street
Toledo, Ohio 43604

HOW TO APPEAL A PARKING CITATION



Toledo Parking
Violations Bureau