



# CITY OF BARRE PUBLIC SAFETY

Chief Timothy J Bombardier  
Director of Public Safety  
15 Fourth Street  
Barre, VT 05641  
www.barrecity.org



Deputy Chief  
Eastman Jr.

Deputy Chief  
Aldsworth

## **PARKING TICKET ADMINISTRATIVE REVIEW/APEAL FORM**

Date of Appeal \_\_\_\_\_ Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

A driver or owner of a vehicle issued a Parking Violation Ticket may request an Administrative Appeal of the parking violation by completing this form. Such a request shall be completed within (20) twenty calendar days from the date of the parking violation ticket was issued. Failure to request and complete such review/appeal within the (20) twenty day period waives your opportunity for an Administrative Appeal.

The review/appeal will be presented to the Chief of Police's designee who will make a determination based on the defenses or mitigating circumstances set forth on this review request form. The Chief's designee may dismiss any parking violation for good cause, and monies paid toward the violation shall be refunded.

### **Ticket Information:**

<u>Date of Ticket</u>	<u>Ticket #</u>	<u>License Plate #</u>	<u>Amt. of Ticket</u>	<u>Location or Meter</u>

### **Appellant's statement of defense or mitigating circumstances:**

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\_\_\_\_\_ use back of form

**Note:** If ticketed violation is for a handicapped zone or permit zone violation and you possess a valid permit please attach a copy of this form.

**\*\*Do Not Write Below This line, City use only \*\***

Reviewer's Comments/Findings:

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Disposition and Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Ticket # \_\_\_\_\_ Disposition : Voided / Appeal Denied

Review Completed by: \_\_\_\_\_ Initials : \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name

If you disagree with a "not dismissed" decision, you may bring the matter directly to the Chief. The Chief's decision is final and any monies owed are due at the time a decision is issued by the Chief.