



# Barre City Police Department

**Braedon S. Vail**

15 Fourth Street, Suite 2  
Barre, Vermont 05641-4476

[www.barrecity.org](http://www.barrecity.org)

Email form to: [Kimberly.Sheltra@vermont.gov](mailto:Kimberly.Sheltra@vermont.gov)

Tel: 802-476-6613  
Fax: 802-476-0249

Larry E. Eastman, Jr.  
Deputy Chief of Police

## PARKING TICKET ADMINISTRATIVE REVIEW/APPEAL FORM

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

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

Contact Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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 with 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.

Reviewed by Chief (Y/N) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disposition of appeal : Voided / Appeal denied Chief's Initials \_\_\_\_\_