



City of Vancouver Parking Services
 P.O. Box 1995 Vancouver, WA 98668-1995
 Telephone: (360) 487-8650 or (360) 487-8454
 www.cityofvancouver.us/parking

Parking Ticket Appeal

Give full details in the area below and provide a sketch or photos if you consider it helpful. All documents submitted will remain the property of the City of Vancouver. Please make copies for your records. If you are appealing a disabled parking ticket, check the box and read instruction on the back of this form for required documentation. **PLEASE PRINT CLEARLY.** Please **DO NOT** submit payment with this appeal form.

Name _____ Ticket # _____
 Mailing Address _____ License Plate _____
 City/State/Zip _____ State of Plate Issue _____
 E-mail Address: _____ Phone Number: _____

Please note: If you provide an e-mail address, your appeal results will be sent via e-mail.

REASON FOR APPEAL

- Disabled Parking Ticket - read and follow the instructions on the front and back of this form
- Other: (Explain—Attach additional pages if necessary)

INSTRUCTIONS:

All appeals must be made in writing and **MUST** be received by the City of Vancouver within fifteen (15) calendar days of the ticket issue date, pursuant to RCW 46.63.060(2)(h). **Appeals will not be handled in person or over the telephone.** You **MUST** complete the back of the parking ticket. Also, complete this form and submit it with any documents to support your appeal. You may submit the documents either in person at City of Vancouver **Customer Service, 415 W. 6th Street, Vancouver, WA** or through the mail at **Parking Ticket Appeals, City of Vancouver Parking Services, PO Box 8995, Vancouver, WA 98668-8995.**

IMPORTANT: Do not appeal your citation if you are not willing to attend a hearing before District Court. Do not submit payment with this appeal form. If you submit payment and you select response option 1 on the back of the ticket, your payment will be applied to the citation and your appeal will not be considered. If you submit payment and you select option 2 or 3 on the back of the ticket, your payment will be returned to you.

Your appeal will be first reviewed by City staff. The administrative review process takes approximately two weeks. All appeals that are not approved administratively will be automatically forwarded to Clark County District Court and scheduled for a hearing. You will be notified by Clark County District Court when your hearing is scheduled.

If you do not complete the back of the parking ticket and submit the parking ticket with your appeal, your appeal will not be processed and you may lose your right to file an appeal and a late penalty may be assessed. If you do not submit the appeal form, your parking ticket will be automatically forwarded to District Court.

RESPONSE: (City Staff Only)

Submitted by (Staff): _____

Your parking citation has been administratively dismissed. No Payment Due.

Date Submitted: _____

Your parking citation has been administratively reduced to a warning. No Payment Due.

Your parking citation has not been administratively dismissed and has been forwarded to Clark County District Court. District Court will schedule your hearing and notify you of your court date.

IMPORTANT: Additional documentation supporting your appeal may be taken to your court hearing. Do not send additional documentation to the City of Vancouver.

Reviewed and Approved by _____ Date _____

Approval Code: _____

APPEALING A DISABLED PARKING TICKET

INSTRUCTIONS

FAILING TO DISPLAY YOUR DISABLED PLACARD

You will be able to get your ticket administratively dismissed if

- You received a ticket for failing to display a disabled placard; and
- Your violation reads RCW 46.16.381(9) (See violation information on the front of the ticket); and
- You have a valid disabled placard or license plate; and
- You have a State of Washington “Individual With Disabilities Parking Privilege” identification card issued by the Department of Licensing; and
- You have a photo ID.

If your disabled placard or plate was issued in Washington, you MUST submit clear and readable copies of all of the following documents in order for your ticket to be dismissed.

- Disabled placard showing the valid dates; AND
- A matching and valid State of Washington “Individual With Disabilities Parking Privilege” identification card issued by the Department of Licensing; AND
- A photo ID

Note: The information on your placard must match the information on the State of Washington “Individual With Disabilities Parking Privilege” identification card issued by the Department of Licensing.

If your placard is issued in a state other than Washington, submit as much of the information listed above as you can, depending upon what your state provides you for disabled parking.

If you do not submit all documents required, your parking ticket may be automatically forwarded to District Court.

PARKING IN A STRIPED ACCESS AISLE or UNAUTHORIZED USE OF A DISABLED PLACARD

All parking ticket appeals for *parking in a striped access aisle* [RCW 46.16.381(8)] or for *unauthorized use of a disabled placard* [RCW 46.16.381(7)] - {note: See violation information on the front of the ticket}, **will be automatically forwarded to District Court.** City staff cannot administratively dismiss tickets issued for these violations.