



REQUEST TO REVIEW PARKING CITATION

Return to: Parking Utility, City Hall
PO Box 1128
215 Church Avenue
Oshkosh, WI 54903-1128
(920) 236-5004

Name: _____
Address: _____
City, State, Zip: _____

IMPORTANT: Please read before completing form

A request to review a "parking citation" applies only to those circumstances that are unique, extenuating or beyond the control of the recipient. Example: medical emergencies or vehicles exempted by statute. **CITATIONS MAY BE APPEALED ONLY ONCE.** A parking citation that has reached suspension status cannot be appealed.

After review of the completed form, if the decision is:

1. To excuse your "Parking Citation", no further action is required by you;
2. NOT to excuse your "Parking Citation", you will be provided with a due date indicated below. Please return a copy of this form along with your citation and payment. If you disagree with the decision, you would then go to the Oshkosh Police Department at 420 Jackson Street, to request a date to appear in court. When requesting a court date, bring your copy of the citation and this form.

NOTE: In the event you are not notified of a decision within ten (10) days, due to circumstances beyond our control, it will be your responsibility to resolve this matter. **YOU ARE REMINDED THAT ANY UNPAID PARKING CITATION WILL BE SUBMITTED TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION AND YOUR VEHICLE REGISTRATION WILL BE SUSPENDED UNTIL THE MATTER IS RESOLVED.**

PLEASE PRINT **PLEASE PRINT** **PLEASE PRINT**

SECTION A (completed by "Parking Citation" holder)

LICENSE PLATE #: _____ PARKING CITATION #: _____
DATE OF REQUEST: _____ DATE OF CITATION: _____
REASON YOU FEEL YOUR "CITATION" SHOULD BE REVIEWED: _____

(continue on reverse side)

Signature: _____ Home Phone: _____ Work Phone: _____

SECTION B (completed by reviewer)

ACTION: EXCUSED: _____ DENIED: _____ PAY AMOUNT OF: _____
REMARKS: _____

(continue on reverse side)

DATE OF REVIEW: _____ SIGNATURE OF REVIEWER: _____

TITLE: _____

AMOUNT DUE: _____ DUE DATE: _____

(to be completed by the Parking Utility Office)