

HOW TO APPEAL A PARKING CITATION

**Put-in-Bay Parking Violations
Bureau**

435 Catawba Ave., P.O. Box 503
Put-in-Bay, Ohio 43456
Phone: 419-285-2443
www.villageofpib.com

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Address Correction Required

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

Things you need to know before you appeal your parking citation.

- The **Request for Hearing Form** must be received by the Put-in-Bay Parking Violations Bureau within 10 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.

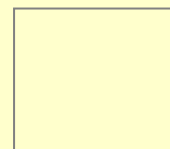
- Incomplete information or failure to submit the **Request for Hearing Form** and documentation within the 10-day time period will automatically void the opportunity to appeal.

NOT reasons for appeal:

- Lack of knowledge of the Village Codified Ordinance.

- Tardiness returning to vehicle.

- Inability to find a valid parking space



You have a right to appeal. All Appeals are processed through the Put-in-Bay Parking Violations Bureau located in the Put-in-Bay Town Hall. Below are the steps to follow in requesting an appeal hearing.

1. MAIL: Request for Hearing Form

Include your citation number, original citation and a brief explanation of your circumstances. Return this form to the Put-in-Bay Parking Violations Bureau P.O. Box 503, Put-in-Bay Ohio 43456. Your Request for Hearing will be reviewed by the Parking Violations Bureau clerk. You will be notified by mail of a Hearing date.

2. IN PERSON: Present your original citation with a completed **Request for Hearing Form** to the Put-in-Bay Violations Bureau clerk. The Bureau is located at 435 Catawba Ave., Put-in-Bay, Ohio 43456. Your Request for Hearing will be reviewed by the Parking Violations Bureau clerk. You will be notified by mail of a Hearing.

3. THE HEARING: You must either appear in person on your scheduled hearing date or submit your case in writing prior to the hearing date. If you do not appear when scheduled either in person or in writing, your Appeal will be voided and you will be liable by default.

4. HEARING JUDGMENT: Once your hearing has taken place and the hearing officer has made a decision in your case, you will be notified in person or by mail of the decision. If the appeal **was granted**, you will not be required to take further action. If the appeal **was not granted**, you will be required to make payment of the parking citation within 10 days in which the judgment was entered.

REQUEST FOR HEARING

Date:		
Name:		
Address:		
City	State	Zip
Phone Number:		
Citation Number: (limit-one (1) citation per form)		Officer Presence Requested? Yes <input type="checkbox"/> No <input type="checkbox"/>
Citation Issue Date:		
License Plate Number:		
Registered Owner of Vehicle or Rental Company:		
Reason for Requesting Hearing:		

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

Signature

Date: