# Parking Appeal Form

## Section 1 – Personal Information

Name: ____________________________  Today’s Date: ____________________________

Mailing Address: ____________________________  City: ____________________________  State / Zip: ______________

Daytime Phone: ____________________________  Email: ____________________________

Student ☐  Employee ☐  Guest ☐  Student / Empl ID #: ____________________________

## Section 2 – Violation & Vehicle Information

Ticket #: ____________________________  Ticket Date: ____________________________

Department of Motor Vehicles Registered Owner: ____________________________

License Plate State / #: ____________________________  Year / Make / Model: ____________________________

## Section 3 – Incident Information

(Please use additional paper if necessary and attach all sheets to this form.)

I submit the following facts in support of this Appeal:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please indicate below if you wish to be present when the Appeals Board hears your case: (Your presence is not required.)

☐ I wish to appear in person before the Board.  ☐ I DO NOT wish to appear in person before the Board.

Signature: ____________________________  Date: ____________________________

My signature is verification that I am the person in Section 1 and that all information included herein is true and accurate.

Please return the completed Parking Appeal Form to the address shown above or by email to umdpark@d.umn.edu
Parking Appeals Board

- All appeals of parking citations issued on University of Minnesota Duluth grounds will be heard by the UMD Parking Appeals Board (hereafter referred to as “Board”).
- The Board consists of four (4) UMD faculty/staff, two (2) UMD students, one (1) Parking Services representative and the Director of Student Life Operations (ex officio).
- Voting members consist of the four (4) UMD faculty/staff and two (2) UMD students. Non-voting members consist of the one (1) Parking Services representative and the Director of Student Life Operations.
- The Director of Student Life Operations is Board Chair.
- A Board voting quorum consists of two (2) UMD faculty/staff and one (1) UMD student.
- The Board meets once monthly, or as necessary.

Parking Appeals Process

- All requests for parking citation appeals must be made in writing using the Parking Appeal Form.
- All information on the Parking Appeal Form must be complete and legible for the appeal to be processed.
- The Parking Appeal Form must be received in the Parking Services Office within ten (10) calendar days of receiving the parking citation to avoid accruing late fees during the time period before the Board hears the appeal.
- An appeal of a parking citation requires a $5.00 appeals fee due upon completion of the appeals process.
  • In the event of a successful appeal, the appeals fee is waived. In the event of an unsuccessful appeal, the appeals fee must be paid in addition to the original fine and all late fees.
  • Appellants have the right to appear in person before the Board at the time of the hearing. It is not a requirement to appear in person before the Board.
  • After the hearing of the appeal, the voting members of the Board deliberate the decision in private.
  • After a decision is reached, the Board informs the Director of Student Life Operations in writing who, in turn, informs the appellant in writing.
  • In the event of an unsuccessful appeal, the appellant must pay the original fine, any accrued late fees, and the appeals fee within ten (10) calendar days to avoid being assessed additional late fees.
  • Insufficient grounds for an appeal to a parking citation include:
    - Arriving within minutes of ticket being issued.
    - Others parked in same fashion did not receive tickets.
    - Cannot afford the fine.
    - Did not know the rules.
    - Vehicle was loaned to another individual who received the ticket.
    - Being late or in a hurry.
    - Dropping someone/something off or picking someone/something up.
    - Preferred parking space/lot was full or too far away.
    - Inclement weather.
    - Afraid to walk alone.
    - Flashing hazard lights were on.
    - Amount of time vehicle was parked.

- The decision of the Parking Appeals Board is final and concludes the appeals process.

Please return the completed Parking Appeal Form to the address shown below or by email to umdpark@d.umn.edu

University of Minnesota Duluth Parking Services, 1208 Kirby Drive, 245 Kirby Plaza, Duluth, MN 55812-3095

Telephone: (218) 726-7433, Fax: (218) 726-7526
Email: umdpark@d.umn.edu

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