

## STEP 1

The first level of appeal is an Administrative Review by the Park It! Appeals Department.

### **REQUESTING AN ADMINISTRATIVE REVIEW:**

- This form must be submitted to Park It! office **within 30 days** of the issuance of the citation.
- A photocopy of your parking citation must be attached to the Request for Citation Dismissal Form.
- Also, include other supporting documentation, such as photocopies of the Vehicle Registration, Disabled Permit or Permit Holder information.
- Do not send originals. Documentation will not be returned.
- Incomplete information or failure to contest the citation **within the 30 day** time period will automatically end the appeal process and the parking citation must be paid.

The findings of the Administrative Review will be sent to you **withing 15 days** of receipt of the Request for Citation Dismissal Form.

If the results of the investigation uphold that violation did occur, you must pay the parking citation fine **within 30days** of the mailing of the Administrative Review notification , or file for an administrative appeal hearing.

Failure to pay the parking citation will cause the penalty to increase by \$10.00. No late fee will be added to your fine during the appeal process.

**Park It!**  
1440 S. Tryon Street, Suite 108  
Charlotte, NC 28203

# How To Appeal A Parking Citation



**CHARLOTTE.**

*A program of the  
Charlotte Department of Transportation.*

