



REQUEST FOR CITATION DISMISSAL

Date: _____

Appellant Name: _____

Name of Registered Owner: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Citation #: _____ Issue Date: _____

Reason for requesting dismissal:

APPEALS PROCESS:

- The parking program has set up an administrative appeal process for individuals who believe their parking citation was issued in error. As a courtesy, Louisville Metro Government has added a grace period of eight (8) additional days for the time to appeal, which gives you fifteen (15) days within which to pay the fine set fourth on the notice, or to appeal the citation.
- Individuals will be contacted after the citation dismissal form has been processed and advised whether the citation will be upheld or dismissed.
- The parking fine will hold at the discounted amount until you receive notice from our office if your appeal is denied. At that point you will have seven (7) days to pay your fine in order to take advantage of the discount shown on the citation.
- If the appeal is denied, you may request a hearing before an independent hearings officer. Please note, in order to schedule the hearing you will be required to post a bond payment in the amount of your citation. If the administration hearing officer dismisses the citation your bond payment will be refunded.

MAIL, EMAIL OR BRING THIS FORM AND A PHOTOCOPY OF THE CITATION TO:

PARC Onstreet
224 W. Muhammad Ali Blvd
Louisville, KY 40202
FAX: (502) 569-6611
Louisville@Lanierparking.com

NOT REASONS FOR AN APPEAL:

- Lack of knowledge of the City’s parking regulations.
- Appointment conflicts or tardiness going or returning from appointments.
- Inability to find a legal parking space.
- Failure to have appropriate or sufficient amount of coins.
- Broken or malfunctioning parking meter.