



# City of Coatesville Parking Ticket Review Request

*This form must be completed and submitted within 48 hours of issuance of parking ticket. See back of this form for additional information.*

**Personal Information:** (Please Print)

Name (First and Last) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Citation Information:** (Required)

Citation Date                      Citation #  
\_\_/\_\_/\_\_                      \_\_\_\_\_

Vehicle License Plate # Required \_\_\_\_\_ State \_\_\_\_\_

**Facts Establishing Claim for Dismissal:** (Print Legibly or Type and attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify under penalty of perjury that the above statement is true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Please do not write below this line. For City of Coatesville Police Department authorized personnel use only.

Date \_\_\_\_\_ Reviewed by \_\_\_\_\_  Ticket Excused  Request Denied-Ticket must be paid

Comments \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Notification by \_\_\_\_\_ Comments \_\_\_\_\_



## Important Information for Parking Ticket Review Requests

### 1. Parking Ticket Reviews

- You may initiate a *Parking Ticket Review Request* if you believe that the violation you were charged with either did not occur, or that extenuating circumstances existed to warrant the dismissal of the ticket.

### 2. Generally, Parking Tickets Are Not Dismissed for Claims of the Following:

- Lack of intent to violate the law
- Shortage of parking spaces, on public or private property
- (Illegal) use of parking space inconvenienced no one, even if usage was short in duration
- Running late for an appointment, work, class, etc.
- Unable to leave work, class, etc., to move vehicle in a timed parking zone
- Failure to see properly posted parking signage or painted curbs
- Failure to purchase city parking permits
- Financial hardship

### 3. Important Information – Do Not Send Payment at this Time

- Reviews may not be submitted by email
- If you are appealing a parking ticket, the payment due date is temporarily placed on hold pending the outcome of the review.

### 4. Parking Ticket Review Form Instructions

- Fill out the *Parking Ticket Review Request*. Include any information you wish to be considered, including diagrams and/or photographs. Do not attach your original parking ticket(s), keep them for your records.
- Mail or hand deliver your completed *Parking Ticket Review Request* to:  
City of Coatesville Police Department, Attn: Parking Ticket Reviews, One City Hall Place,  
Coatesville, PA 19320
- DO NOT SEND PAYMENT at this time
- The *Parking Ticket Review Request* must be received within 48 hours from the date the ticket was issued.

### 5. Notification of Results

- If your parking ticket is dismissed, you will be notified via telephone/message and no payment will be necessary.
- If your parking ticket is deemed valid, you will be notified via telephone/message and payment is due.

### 6. Questions

- If you have any questions about your parking ticket or the *Parking Ticket Review Request*, please call, City of Coatesville Police, 610-384-2300, during normal business hours.