



City of Harrisonburg
Downtown Parking Services
409 South Main Street
Harrisonburg, VA 22801
(540) 432-8928



Appeals Instruction

To request an appeal for a parking ticket, please complete the form on the reverse side in its entirety and submit it via mail or email with all supporting documentation and evidence. Notice: If your appeal is denied you will have to contest it in court or pay it.

Mailing Address

Email address

Downtown Parking
409 S Main St
Harrisonburg VA 22801

Parking@Harrisonburgva.gov

An incomplete form is an automatic denial of appeal.

An appeal must be received by the Downtown Parking Office within 14 days of the ticket being issued.

An appeal does not guarantee a ticket will be dismissed. If the appeal is denied the ticket must be contested in court or paid.

Payment or a completed court contesting form is due within 14 days of the denied appeal.

Signs are not required to be in front of every parking space .

No sign is required for parking within 20 feet of a corner, 30 feet of a Stop sign, more than 6 inches from a curb, left side to curb, parked blocking a driveway or too close to a driveway (5 foot rule) , parked blocking a sidewalk or crosswalk, etc.

Signs are not required to be posted at every car length. A sign posted at the beginning or ending of a block may govern allowable parking for the entire block.

Many parking tickets have photographic evidence supporting the issuance of a ticket. As such, appeals for incorrect color or model of vehicle will not be considered valid reason. This also applies to common license plate issues. (One instead of the letter "l" , zero instead of the letter "o", etc.)

Registered Owner's Information (Please Print)

Citation Number:	Plate Number:
First Name:	Last Name:
Street Address:	Phone Number:
City: State: Zip Code:	Email:

Reason for Appeal Request

- Vehicle or Tags were reported stolen at the time the ticket was issued. (Submit copy of Police Report)
- Ticket portrays incorrect data. (Submit explanation and supporting evidence.)
- Vehicle was suddenly disabled. (Not more than 24 hours on location) (Submit supporting evidence, like a tow receipt)
- Medical Emergency. (Submit supporting evidence)
- Handicap Parking. (Submit explanation, a copy of the handicap placard and handicap ID)
- Expired Registration. (Submit a valid, current Registration card.)
- Expired or no state inspection. (Submit a copy of the receipt showing the vehicle has been inspected.)
- No Sign. (Submit photographic evidence) (Note a sign does not have to be directly in front of the space.) (The city uses signs that state **between signs**.) (On street signs are read forward of its posted location, in most instances.)
- No Residential Parking Permit. (If allowed to obtain one, present a copy of the receipt showing you have obtained one and placed it on the vehicle.)
- No Downtown/City Parking Permit. (Provide a copy of your parking lease with the City and the permit number you have been issued.)

BY signing, I declare the information submitted above to be true and accurate to the best of my knowledge

Signature:

Date:

- Appeal Approved Findings:
- Appeal Denied

The above listed citations ,reasons or situations will be considered for voiding under the Complied with Law or courtesy reason. Any other citation will be handled as a Contested ticket in the Harrisonburg Rockingham General District Court.