



**CITY OF WAYNESBORO**

**POLICE DEPARTMENT**

250 South Wayne Avenue  
Suite 102, Box 3  
Waynesboro, Virginia 22980-4622

**PARKING ORDINANCE VIOLATION APPEAL**

If you wish to appeal a ticket for illegal or improper parking, please complete this form and attach to it the ticket that you were issued. You may not appeal a ticket if you have received a Summons to court for the violation.

On the back of this form, please explain clearly and concisely the reasons you feel this ticket should be voided. Please include or attach any corroborating evidence such as statements, receipts, repair bills, or diagrams. Your appeal will be examined and a decision will be made after consultation with the Officer who issued the ticket.

Written notification of the decision will be sent to you at the address you list below.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State/Zip

Social Security \_\_\_\_\_ Date of Appeal \_\_\_\_\_

Ticket# \_\_\_\_\_ Vehicle License# \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE!**

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(Attach Ticket Here)

**ADMINISTRATIVE USE ONLY**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Appeal: Upheld \_\_\_\_\_ Denied \_\_\_\_\_ Notice Sent \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_

Notes: