

PUT-IN-BAY PARKING VIOLATIONS BUREAU

PARKING TICKET APPEAL FORM

Form must be received by the Put-in-Bay Parking Bureau within 10 days of the issuance of the citation. Please be sure to provide parking ticket number and your email address.

Name: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone Number: _____ Email: _____

Citation Number: _____ Issue Date: _____ License Plate: _____

Registered Owner or Rental Company Name: _____

Reason for Requesting Appeal:

I acknowledge the reasons for requesting this appeal to be true and accurate.

Signature: _____ Date: _____

1. **MAIL:** Please be sure to include your citation number. Return this form to the Put-in-Bay Parking Violations Bureau P.O. Box 503, Put-in-Bay Ohio 43456.
2. **IN PERSON:** Request for appeal forms can be found at the Village of Put-in-Bay Townhall at 435 Catawba Ave., Put-in-Bay, Ohio 43456. Please be sure to include citation number on form and place form in the Clerk's door mail slot.
3. **EMAIL:** Please include your citation number and email the Request for Appeal form to parking@villageofpib.com.
5. **JUDGMENT:** Appeals are reviewed by the Magistrate every Wednesday. If the appeal **is granted**, you will not be required to take any further action. If the appeal **is not granted**, you will be required to pay the citation. You will be notified of the Magistrate's decision by email or usps mail. Late fees do not accrue during the appeal process.