



Parking Services
Campus Box 113
Gray Hall, Greeley, CO 80639
Phone 970-351-1971 (M-F: 8 am – 5 pm)
Fax 970-351-1903
[Parking.services@unco.edu](mailto:parking.services@unco.edu)

CITATION APPEAL

Petitioner Information (Please Print)

AN IMMEDIATE \$10 APPEAL FEE WILL BE ASSESSED FOR EACH APPEAL

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Affiliation with UNIVERSITY OF NORTHERN COLORADO:

___ Student Bear Number: _____

___ Faculty/Staff Bear Number: _____

___ Visitor

Petitioner Statement

Explain the basis of your appeal for the citation(s) issued being careful to include important facts behind the circumstances of the citation(s). This written statement will be used in the case you are unable to or choose not meet with our appeals officer in person. Use the back of this sheet if needed.

Availability

Use the line below to list several dates and times during the hours of 8am – 4pm, Monday – Friday of which you are available to meet with the appeals officer. If you would like your appeal to be heard on your written statement alone, please state this.

APPEAL AGREEMENT

An appeal to a citation must be made within the first ten (10) calendar days of a citations issuance. A petitioner has the option to meet with the Appeals Officer in person without legal representation or by giving a written statement alone. A hearing fee of \$10 must be paid at the time of the petition. The petitioner is responsible for checking email and/or phone messages to confirm an appointment time based on the hours of availability they provided – if you fail to arrange an appeal date within 7 calendar days from when an appointment request was made by Parking Services, the Appeals Officer will reach a decision based solely on your statement, available information, and the Appeals Officer's research. No appointment reminder will be given. If the petitioner fails to appear at the time of their scheduled appointment, the appeal will be judged on the provided written submission alone. The Appeals Officer's decision is final – any and all fees assessed will be upheld.

PETITIONER AGREEMENT

BY SIGNING BELOW I am requesting a written appeal on the parking citation(s) listed on this form. I have read and understand the appeal agreement above.

SIGNATURE _____ DATE _____

Office Use	
Appeal Date _____	Time _____

Citation Number (Staff, please make copy of citation and attach)	Citation Date	Violation Code	Fine Amount	Photos Attached	Permit Info Attached	Upheld Code	Dismissed Code	Updated	Letter Sent