Parking Department Complaint Form

** THIS FORM IS NOT TO BE USED FOR DISPUTING PARKING TICKETS! **

_____ Complaint made in Person  _____ Complaint made via Telephone
_____ Complaint made via Email

Name of Plaintiff: ____________________________
Contact Number: _____________________________
Date/Time of Occurrence: __________________    Date Filed: ______________________

Nature of Complaint:
(check appropriate choice)

▲ Malfunctioning Meter
Lot_____ Meter #_____

▲ Property Condition

▲ City Employee

▲ Signage
Damaged _____ Missing _____
Lot _____ Type_____

▲ Parking Garage

▲ Surface Lot
Mine St. Strip _______
Wyoming St. Lot _______
NSPP Lot _______
Cando Lot _______

▲ Violation
Violation # _______

▲ Other _____________________________

Complaint Detail:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

___ Action Taken:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Complaint Taken By: _________________________________________________
Complainant signature: ________________________________________________
Witness (are you willing to testify): 🆙 YES or 🆙 NO

Procedure to dispute a parking ticket:

Ticket is issued to vehicle

Parking ticket is at lower price from date issued to day 5

On day number 6, parking ticket is increased to higher amount and will stay there until a citation is issued between day 21 and 30.

At that time, a citation will be issued with the district court 11-1-03 Magistrate Zola’s office and additional fees will apply.

At that time, you can request a hearing and the issuing officer will be present.