



# **PARKING VIOLATION HEARING BOARD REQUEST FOR HEARING**

## **PARKING VIOLATION APPEAL INSTRUCTIONS**

Appeals of parking citations must be made within seven (7) days of issuance. Completed forms and any attachments can be e-mailed to [parkingappeals@covingtonky.gov](mailto:parkingappeals@covingtonky.gov) or delivered in-person to: The Covington Police Department, One Police Memorial Drive, Covington, KY. Forms can be accepted during office hours, Monday through Friday 8:00 a.m. through 4:00 p.m.

Attach your parking citation and any other documentation pertinent to your appeal to this form. If you are sending your appeal form via e-mail, please scan and attach a copy of the citation to your appeal submission. You may also bring a copy of citation to your hearing. Failure to provide a copy of your citation before your hearing may delay or appeal hearing.

Upon successful delivery of an appeal form, a hearing date will be scheduled for no later than fourteen (14) days after appeal. Hearings are held every other Wednesday at 11:00 a.m. at the Covington Police Department.

You will be notified of the date of your hearing when you deliver your appeal form to the Covington Police Department. If you choose to deliver your appeal via e-mail, you will receive the hearing date via e-mail.

Parking citation appeals are governed by City of Covington Code of Ordinances §§ 75.70-75.80.

## **PARKING VIOLATION APPEAL FORM**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Appeal Filed: \_\_\_\_\_

<p><b>FOR OFFICIAL USE ONLY</b></p> <p><b>HEARING DATE: _____ TIME: _____</b></p> <p><b><u>IF YOU FAIL TO APPEAR AT THE HEARING AT THE DATE AND TIME YOU ARE ASSIGNED, YOUR TICKET CANNOT BE VOIDED.</u></b></p>
--

I hereby appeal parking citation # \_\_\_\_\_ for the following reason(s)  
(please attach additional pages if necessary):

---



---



---



---

I seek the following relief in this appeal:

---



---



**PARKING VIOLATION HEARING BOARD  
REQUEST FOR HEARING**

**FOR OFFICIAL USE ONLY**

Hearing Board Disposition:      Void  Do Not Void

Board Comments:

---

---

---

---

---

---

---

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_