



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.