



Parking and Transportation Services
 61 Lomb Memorial Drive
 Grace Watson Hall
 585-475-2074
 Fax 585-475-7510
www.rit.edu/parking

Request for Parking Appeals Board Hearing

I do not agree with the decision of the Parking Appeals Administrator regarding citation _____, issued on _____ and request a hearing with the RIT Parking and Traffic Appeals Board (PTAB) to finally resolve this matter. My reasons are:

(continue on other side if more space is needed)

I understand that:

- *This completed form must be submitted to the Parking Office within 30 days of the Appeal Administrator's decision. If the form is not submitted within that time, I may not contest the citation further.*
- *The PTAB chair will schedule a hearing for this appeal during the next available session, and notify me of the date, time and location of that session via email communication from the board sent only to an appellant's official RIT email address or, when not possible, to the email address specified by appellant on the appeal request form.*
- *I may ask that the hearing be postponed, but any postponement is at the sole discretion of the chairperson. I may not postpone my hearing more than once.*
- *I may either attend the hearing to present my case, or may simply submit my appeal in writing. The Parking Appeals Administrator will be present.*
- *If I do not attend the scheduled hearing and have not rescheduled, the PTAB will hear the case and decide the matter in my absence.*
- *If the hearing is related to a moving/traffic violation, the Public Safety officer who issued the citation will be required to attend. If either I or the Public Safety Officer decline to attend, the PTAB will hear the case and decide the matter based on the information submitted at the hearing.*
- *The PTAB will hear my appeal and may ask questions of me and the RIT representatives present.*
- *The PTAB may:*
 - *Rescind the original fine and/or penalty on the citation or citations.*
 - *Uphold the original fine or penalty.*
 - *Reduce the original fine or penalty.*
 - *Refer the case to the Student Conduct office or Human Resources as appropriate, with a recommendation for further action. Such recommendation may include restriction or revocation of my driving or parking privileges on the RIT campus.*
 - *Make additional recommendations such as in signage changes, parking regulations, policy, etc., to appropriate Administrative personnel. The PTAB may not increase an original fine or penalty, nor may it impose any further sanctions.*

I wish to have the hearing conducted (check one): () IN PERSON () BY MAIL

_____/_____
 Signature Date

 Complete Mailing Address

____ I need an interpreter _____

***** OFFICE USE ONLY *****

Submitted to PO on: _____ **Forwarded to PTAB on:** _____

Hearing Date: _____ **Hearing Time:** _____