

COLGATE UNIVERSITY CAMPUS SAFETY DEPARTMENT PARKING TICKET APPEAL

Appeals of parking tickets issued on the Colgate University campus must be filed within seven (7) days of the date the ticket was issued. Attach the ticket (or a photocopy) to this Appeal form.

Please complete the following:

Ticket #: _____ Date Issued: _____ Date Appeal Filed: _____

Violation (check appropriate line(s)):

Parking/Traffic Violations and Fines

00 - Driving or Parked on the Sidewalk	\$50 and/or tow	08 - Visitor Parking Only	\$25
01 - Handicap Space	\$50 and/or tow	09 - 15-Minute Parking Only	\$25
02 - Fire Hydrant	\$50 and/or tow	10 - Faculty/Staff Parking Only	\$25
03 - Fire Lane, Roadway, Tow Zone	\$50 and/or tow	11 - Loading Zone	\$25
04 - Student Vehicle on the Upper Campus between the hours of 7 AM and 3:30 PM	\$35 and/or tow	12 - Restricted Area	\$25
05 - Vehicle Parked on the Lawn	\$30	13 - Unregistered Vehicle or Not a Valid Permit	\$25
06 - Vehicle Parked Between 3 AM and 7 AM	\$25	14 - Warning Ticket, Need to Obtain a Permit	\$0
07 - Not a Legal Space	\$25	15 - Warning Ticket, Parked Illegally	\$0
		16 - Restricted Driving Area	\$35

Name of person filing appeal:

(Last, First, Middle — please print)

ID # _____ Class: _____

Campus Address: _____ CU Box #: _____

Home Address: _____

Is the ticketed vehicle registered to you? ____ Yes ____ No

If not, name of registrant: _____

Basis of appeal (Must be kept to these 4 lines): _____

DO NOT WRITE BELOW THIS LINE

Decision of Campus Safety:

☐ Appeal Approved, ticket and fine voided. ☐ Limited Appeal Approved, Ticket to stand and assessed fine voided. ☐ Limited Appeal Approved, ticket to stand and assessed fine reduced ☐ Appeal Denied, forwarded to Appeals Committee

Comments: _____

Signature: _____ Date: _____

Decision of Appeal Committee:

☐ Appeal Approved, ticket and fine voided. ☐ Limited Appeal Approved, Ticket to stand and assessed fine voided. ☐ Limited Appeal Approved, ticket to stand and assessed fine reduced ☐ Appeal Denied, ticket and entire fine to remain assessed

Comments: _____

Signature: _____ Date: _____

ALL DECISIONS OF THE APPEAL COMMITTEE ARE FINAL

TICKET APPEALS

Parking tickets may be appealed within 7 days of receipt (date of the ticket). A Parking Ticket Appeal form, available at the Campus Safety Department Office, or on the Campus Safety Web Page (http://offices.colgate.edu/campus_safety), must be completed. Attach the ticket, or a copy of it, to the appeal (unless appealing via the Web Page). A ticket history, listing any previous tickets, is then attached to the appeal and submitted to the Director of Campus Safety.

The Director of Campus Safety, or his designee, reviews the appeal and either approves the appeal, or denies the appeal and automatically forwards the appeal to the Parking Ticket Appeal Committee. This committee meets on a regular basis, and their decisions are final.

PARKING APPEALS

Following are situations that are typically **not** accepted as valid extenuating circumstances for parking in violation of Colgate University parking regulations.

- **An appeal based on how long you were parked in violation.** Campus Safety Officers will issue a parking ticket to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc is not considered valid. A parking restriction holds for parking for any period of time.
- **An appeal based on your need to get to class/work/an appointment on time.** It typically requires a few minutes to locate a parking space within the campus' extensive parking system. It is suggested that faculty/staff members plan their schedules such that there is sufficient time to find and park in a legal space.
- **An appeal based on lack of a parking space near your destination.** Parking spaces are very competitive, and the campus' parking system doesn't guarantee a space in a specific lot. Customers must park in a designated, via white lined, legal space.
- **An appeal based on the assertion that class wasn't in session.** Parking regulations are in effect throughout the entire calendar year (all 365 days), including breaks in the academic calendar.
- **An appeal of a restricted/prohibited violation during evening or weekend hours.** Although the requirement of display of a permit is suspended during some evening and weekend hours, all parking restrictions and prohibitions are enforced 24 hours per day, seven days per week.
- **An appeal based on your need to load or unload.** Any vehicle that does not receive prior authorization from the Campus Safety Department Office or displays a permit is in violation of parking regulations. Approval cannot be granted after the fact for loading/unloading.
- **An appeal based on the appellant's assertion that s/he did not see the sign or line markings.** It is the driver's responsibility to note and comply with all posted signage, notices, and line markings.
- **An appeal from a guest/visitor stating that s/he was not aware of the parking regulations.** It is well publicized that faculty, staff and students are responsible for obtaining a valid parking permit for their guests and should ensure that their guest parks legally.
- **An appeal based on the assertion that the customer forgot to register their vehicle.** All vehicles must be registered with Campus Safety within 24 hours of the vehicle being brought onto campus. No matter how short a period you might have the vehicle on campus, are waiting for new plates, do not have a Colgate Identification card, your driver's license or vehicle registration, etc., a temporary parking permit can be issued. Vehicles not properly displaying a valid decal or permit are considered unregistered.
- **An appeal based on a vehicle malfunction.** Customers who experience a vehicle malfunction should contact the Campus Safety Department Office for assistance. Campus Safety can assist with on campus vehicle jump starts and unlocks, or will assist with contacting a service garage for you.
- **Use of four-way hazard flashers.** Four-way flashers are designed to warn other motorists that your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.
- **Parked on Upper Campus Monday – Friday between 7 a.m. and 3:30 p.m.** Students are not allowed on upper campus prior to 3:30 p.m. Getting your mail, needed to see a professor, turn in a paper, had an appointment at Career Services or Conant House are not valid reasons for parking illegally prior to 3:30 pm.