

Dear Citizen:

If you feel you have been issued a parking citation in error, you may contest it through an administrative review process. Citations will not be excused for errors made by the violators. Examples such as putting money in the wrong meter, getting change for the meter, just ran in for "a second" so I didn't think I had to pay. If you would like to contest a citation, you must fill out a Parking Citation Review Form. ***A CITATION WILL NOT BE REVIEWED WITHOUT A COMPLETED PARKING CITATION REVIEW FORM OR IF THE FORM IS SUBMITTED AFTER THE 5TH DAY FROM CITATION ISSUANCE.*** *During this review, no additional penalties will accumulate.*

Please submit the Parking Citation Review form to the City Administration office. The City Manager will review the form and provide a response, in most cases, within 3 days of the date the form was received. You will be notified of the City Manager's decision by email or telephone. If the citation has been excused, just dispose of it. If the review has been denied, the citation will proceed through the process as if first issued, with the issuance date being the date of the City Manager's decision.

If you are not satisfied with the City Manager's decision, you may seek further review by the Municipal Court Judge. Please contact the Hood River Municipal court clerk to request a hearing. The cost for a hearing is \$50 and can be paid at the Municipal court offices located at 211 2nd St. Hood River, OR. ***The citation will accumulate additional fines or penalties during this time.***

I HAVE READ THE PARKING CITATION REVIEW PROCESS DESCRIBED ABOVE, AND I UNDERSTAND THAT I MAY STILL BE RESPONSIBLE FOR THIS CITATION IF MY REVIEW IS DENIED.

Signature _____

Printed Name _____