



Department of Public Safety

Chandler-Gilbert Community College

Parking Citation Appeal Form



APPELLANT INFORMATION:

NAME:		DATE:	
EMAIL:		CGCC ID #:	
PHONE:		VISITOR/OTHER: Y/N	

CITATION INFORMATION:

Citation Number	Date Issued	Time	Campus Location	Violation Code	Lot #

STATEMENT OF APPEAL: Please articulate the reasons that would qualify you for a dismissal.
(Attach an additional sheet if necessary.)

My signature certifies I have read and acknowledged the Parking and Traffic Violations Policy and Procedures and that the abovementioned statement of appeal is true and correct.

SIGNATURE OF APPELLANT: _____ **DATE:** _____

JUDGEMENT INFORMATION:

<input type="checkbox"/> Upheld (Pay within 21 working days)	<input type="checkbox"/> Dismissed	<input type="checkbox"/> No Action Taken (Past Appeal Deadline)	<input type="checkbox"/> Fine Modified to \$ _____
Hearing Officer / Parking Official Remarks (Official Use Only):			
Reviewed By:		Reviewed Date:	

Attach Copy of Citation and Proof of Current Enrollment if Applicable.



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As per MCCCCD 2.10 Parking and Traffic Violations, Traffic Control, section 12. Procedures for Hearings and Appeals subsection (C.)

- C. Appeal: A person who receives a college parking or traffic violation notice may appeal the citation in the following manner: A party wishing to appeal a citation must do so within 15 working days from the date of the citation, or the citation fine will be doubled and all rights of appeal will be lost.

Step 1: If the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The parking and traffic appeals officer will review all appeals. Appeal forms are available at the college safety department. If the citation is appealed and the citation is upheld, payment must be received within twenty-one (21) working days of the appeals letter notification date or doubling of the citation amount will occur.

For additional information on Appeals see Maricopa County Community College District Policy 2.10 Parking and Traffic Violations, Traffic Control, section 12. Procedures for Hearings and Appeals, subsection (c).

Instructions for Submitting Form

For the convenience of our college community we have a parking appeals officer at the Pecos, as well as the Williams Campus. Parking citations can be appealed to the appeals officer on the campus in which the citation was received. There are two options for submitting your appeal form once filled out. The first is to print and submit your appeal in person to either the CGCC Pecos or Williams College Police Department. The other option is to click the save and submit button to download the file. Once the document is downloaded you can submit as an attachment via email.

Pecos Campus appeals should be emailed to Brent.Bartel@cgcc.edu
Williams Campus appeals should be emailed to Roberto.Luna@cgcc.edu

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