THE APPEAL PROCESS
The ParkSmart-Toledo Parking Violations Bureau provides an appeal process for individuals who believe their parking citation was issued in error.

You have a right to appeal a violation within 15-days of the date of the infraction. All Appeals are processed through the ParkSmart-Toledo Parking Violations Bureau located in the ParkSmart Service and Information Center. Here's how you go about it…

1. MAIL: request a Request for Hearing Form from ParkSmart-Toledo Parking Violations Bureau, 227 North St. Clair Street, Toledo, OH 43604 or download a Request for Hearing Form from www.parksmart.org. Include your citation number, original citation and a brief explanation of your circumstances. If the citation is for a Handicap violation please include copies of your window placard and the registration for the window placard with this form and return to the ParkSmart-Toledo Parking Violations Bureau. Your Request for Hearing will be reviewed by the Parking Violations Bureau Manager. If you qualify, you will be notified of a hearing date within thirty (30) days.

2. IN PERSON: Present your original citation with a completed Request for Hearing Form to the ParkSmart representative. Your Request for Hearing will be reviewed by the Parking Violations Bureau Manager. If you qualify, you will be notified of a hearing date within thirty (30) days.

3. THE HEARING: You must either appear in person before the Hearing Officer on your scheduled date or submit your case in writing prior to the date.

For information contact:
- Toledo Parking Violations Bureau
  419-242-7515

REQUEST FOR HEARING

Date:

Name:

Address:

City: State: Zip:

Phone Number:

Citation Number: (limit - one (1) citation per form)

Citation Issue Date:

License Plate Number:

Registered Owner of Vehicle:

Reason for Requesting Hearing:

I have read the appeal process and acknowledge the reasons for requesting this Hearing to be true.

Signature: Date:
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Things you need to know before you appeal your citation:

- The Request for Hearing Form must be submitted to the ParkSmart – Toledo Parking Violations Bureau within 15 days of the issuance of the citation.

- The original parking citation must be attached to the Request for Hearing Form.

- RETAIN A COPY OF THE DOCUMENTS YOU SUBMIT. Original documents will not be returned.

- Incomplete information or failure to submit the Request for Hearing Form and documentation within the 15-day time period will automatically negate the opportunity to appeal.

NOT reasons for appeal:

- Lack of knowledge of the City of Toledo Ordinances.
- Appointment conflict or tardiness going to or returning from appointments.
- Inability to find a valid parking space.
- Failure to have the appropriate or sufficient amount of coins.