

# City of Charleston Parking System – Parking Citation Dispute Form

For consideration, a dispute must be filed within 10 calendar days of the violation date shown on the parking citation.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Citation Number: \_\_\_\_\_

---

## Reason for Dispute: (check one)

\_\_\_\_\_ Paid by Cell - Park Mobile (provide a copy of the payment information) – Check license plate #.

\_\_\_\_\_ Meter Malfunction (describe) \_\_\_\_\_

\_\_\_\_\_ "Our staff will add this problem to our meter maintenance request list."

\_\_\_\_\_ Paid by Credit card. Last four digits \_\_\_\_\_

\_\_\_\_\_ I have a handicapped placard. I provided a copy of the handicapped placard and valid registration card for the \$100.00 fine handicapped parking ticket. The customer is expected to pay the \$25.00 "failure to display" fine.

\_\_\_\_\_ New resident effective \_\_\_\_/\_\_\_\_/\_\_\_\_ didn't know the rules about street sweeping or residential permitting.

If applicable, have you applied for a residential parking permit? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_ Request to reduce late fees because: \_\_\_\_ filed a dispute \_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ Other (describe – use the back if more room is needed):

**Your dispute will be forwarded to the Director of Parking for consideration. We will call you with the results as soon as we have them; this process can take 2-3 business days to complete.**

Mail to: Parking System, P.O. Box 2749, Charleston WV 25301

Email to: [parkingquestions@cityofcharleston.org](mailto:parkingquestions@cityofcharleston.org)

Hand deliver to: Parking Operation Center, 915 Quarrier Street, Suite 2, Charleston, WV

For questions, please call the Parking Operation Center at (304)348-8158