



City of Harrisonburg
Downtown Parking Services
409 South Main Street
Harrisonburg, VA 22801
(540) 432-8928 or (540)432-8922

Request to Review a Parking Violation

This form allows you to request a review of a ticket you received while parking in downtown Harrisonburg. You will have the opportunity to explain any facts and extenuating circumstances regarding your ticket and request a dismissal of the fine.

Please fill out form completely and sign at the bottom. Incomplete or unsigned forms may not be reviewed.

Contact Information

Name: _____ Today's Date: _____

Address: _____ Daytime Phone: _____

Parking Ticket Information: (information can be found on the parking ticket)

Ticket No.: _____ Ticket Date: _____

License Tag No.: _____ ID#: _____ Unit#: _____

Location: _____ Violation Charged: _____

Comments Written on Ticket (if applicable): _____

I request a review and dismissal of this parking ticket for the following reasons: (if more room is needed, use the back of the form)

I certify that the above statements are true and correct.

Signature: _____

Your request will be forwarded to an administrator in Downtown Parking Services. A decision will be made whether or not to dismiss the ticket and you will receive a reply within 7 days, during which time no additional fines will be added to this ticket number. If your request to dismiss the ticket is denied, you will need to pay the fine as outlined on your ticket. If you do not receive a reply within 7 days, contact Downtown Parking Services at (540) 432-8928.

*****Department Use Only*****

An administrative review of a parking violation has been completed. Please be advised that the request has been:

☐ Approved; charge dismissed, no fine is due.

☐ Denied; payment is required.

Comments: _____

Reviewer's Signature: _____ Date: _____