



## TOWN OF GEORGETOWN PARKING VIOLATION APPEAL PROCESS

Any person who feels that a parking ticket was issued in error should **first speak with the Parking Attendant who issued the ticket.** If it remains unresolved, the violation may be contested by filling out the **Town of Georgetown Parking Violation Appeal Form.**

All parking enforcement violations must be appealed **within 5 days of receiving the violation.** To file an appeal complete the attached form and either drop it off or mail it in to the Town of Georgetown. The administrative review process does not involve a court appearance and will be reviewed within 10 days by either the Town Manager or his designated representative. If the review is denied you are obligated to pay the fine noted on the ticket within five days of notice of denial.

### **General Reasons Violations Will Not Be Dismissed**

Below are some commonly listed reasons given for violating the Town of Georgetown Parking Ordinances. While these reasons may seem valid to the violator, they are not considered legitimate reasons for violating the Town of Georgetown Parking Ordinances and **will not** be considered on appeal.

#### **Short errands**

*No errand, no matter how short or important to the driver, (short of a bona fide medical emergency), is an acceptable excuse for illegal parking. A short errand is a very common excuse and is not a valid reason for illegal parking.*

#### **Late for business or personal appointment**

*Being late does not permit the driver the privilege of parking illegally.*

#### **No other places to park**

*It is every driver's responsibility to locate legal and safe parking.*

#### **I didn't see the sign**

*Drivers are responsible for looking for signage when parking. This may mean checking a whole street or block from corner to corner. Drivers are also required to abide by the message on the signs. Saying that you did not see a sign preventing parking is not an acceptable excuse.*

#### **Only part of my car was illegally parked**

*A violation is not based on any certain percentage of the vehicle being illegally parked. If part of the vehicle extends into a prohibited area, the violation is the same as if the entire vehicle is parked illegally.*

#### **I left someone in the car**

#### **I left my parking lights/emergency flashers blinking**

#### **I left a note on the car as to my whereabouts**

#### **I left the motor running**

*These types of short stays do not eradicate the violation. The presence of a passenger, a note, or blinking lights does not satisfy this purpose and does not constitute reason for an appeal.*

#### **Nobody else got a ticket**

*The Parking Attendant may have had to leave the area prior to checking all the vehicles.*

#### **Someone else had my car, I wasn't driving it**

*The registered owner has joint responsibility with the person operating the vehicle. Unless it can be shown by the registered owner that the car was driven without permission, the registered owner, renter or lessee is responsible for the parking violation.*

#### **I've parked there for years or the violation was not enforced in the past**

*This is normally not the case; however, inadequate staffing or other priorities may have given rise to violations not being enforced continually.*

---

Submit all requests to the Town Clerk, 39 The Circle, Georgetown DE 19947

FAX to (302) 856-6348

or

Call (302) 856-7391 for additional information



## TOWN OF GEORGETOWN PARKING VIOLATION APPEAL FORM

**NOTE TO APPLICANT:**

- (1) Please fill in the spaces with information from the violation
- (2) Please write legibly. If your appeal is not legible, it will automatically be denied
- (3) By signing this form, you agree to these terms
- (4) Mail completed form to: *Town of Georgetown, 39 The Circle, Georgetown, De. 19947*  
**Or** drop it off at the Town Hall - Monday thru Friday, 8am – 4:30pm

Ticket #: \_\_\_\_\_  
*(Top left hand corner of violation)*

Location: \_\_\_\_\_ Date & Time of Violation: \_\_\_\_\_

License Plate # of Ticketed Vehicle: \_\_\_\_\_ Registration State: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Color: \_\_\_\_\_

Registered Owners Name: \_\_\_\_\_

Driver's Name: \_\_\_\_\_  
*(If not registered owner)*

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

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Name of Meter Attendant: \_\_\_\_\_  
*(Located at the bottom of the violation)*

Violation Description: \_\_\_\_\_ Fine: \_\_\_\_\_

Reason for appeal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please use reverse side if needed)*

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

YOU MUST SUBMIT YOUR APPEAL WITHIN FIVE (5) DAYS OF THE VIOLATION DATE. YOUR APPEAL WILL BE REVIEWED WITHIN TEN (10) DAYS. FOLLOWING THE REVIEW OF YOUR APPEAL, A DECISION WILL BE FORWARDED TO YOU BY U.S. MAIL. YOU MAY ONLY APPEAL A VIOLATION ONCE. VIOLATION APPEALS WHICH HAVE BEEN PREVIOUSLY DENIED WILL NOT BE REVIEWED AGAIN. BY SIGNING THIS FORM, YOU AGREE TO THESE TERMS.

**Below For Georgetown Town Hall Use Only**

\_\_\_\_\_ Appeal Granted    \_\_\_\_\_ Appeal Denied                      Amount remaining due: \_\_\_\_\_

Signature of reviewing official: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_