



Park Aurora Program CITATION DISPUTE FORM

Customer Name _____
Please Print Legibly

Citation Number _____

Customer Address _____

City/State/Zip _____

Customer Email _____
Will be primary method of communication

Customer Phone _____

Dispute form will not be processed if the above information is not filled out completely.

Individuals who receive a parking citation within the City of Aurora have the right to dispute the citation within 20 days of issuance. The following items are not valid reasons to dispute a citation:

1. Lack of knowledge of the city's parking rules & regulations
2. Appointment conflicts or tardiness going/returning from appointments
3. Inability to find a legal parking space
4. Failure to have appropriate or sufficient amount for payment
5. Broken or malfunctioning parking pay stations
6. Short-term in violation area
7. Non-receipt of the citation(s)
8. Failure to observe posted signs

If you feel you improperly received a parking citation from the City of Aurora Park Aurora Program, please provide detailed information as to why this citation should be dismissed. Please use the back of this form for additional details. *Also, please keep in mind, the burden of proof for a dispute rests with the appellant.*

Please feel free to include additional documentation with your dispute form for Parking Bureau staff to make a more informed decision regarding your dispute. If you are disputing the following issued citations, please be sure to attach all proper documentation with your dispute form:

- For **Handicapped Zone** infractions, attach a valid copy of a disabled placard, including the placard registration.
- For **Legally Inoperable Vehicle** infractions, attach a valid copy of the vehicle registration issued prior to citation issue date.
- For **Permit Required** infractions, attach a copy of a valid permit.
- For **Meter Non-Payment** infractions, attach a valid proof of payment.
- If you **did not own the vehicle** at the time of citation issuance, attach a copy of the canceled registration for plates. ONLY certified bill of sales will be accepted if you cannot provide canceled registration.

Please use this additional space to provide detailed information regarding your appeal.

**Mail-in dispute requests must be received within 20 days of citation issuance.
 Please note you may only dispute one citation per request form.
 Please U.S. Mail, e-mail, or walk-in your dispute form to:**

Park Aurora Program
 15151 East Alameda Parkway, Suite 3200
 Aurora, CO 80012
 303.739.7338
www.parkaurora.com