

Handicapped Parking Adjudicating Office
Burlington Police Department
HANDICAPPED PARKING OFFICE
P.O. BOX 211A
BURLINGTON, MA 01803

Date: _____

Only registered owner of ticketed vehicle may appeal:

Registered Owner Information:

Name _____

Address _____

City, State, & Zip _____

Ticket # _____

Date of Violation _____

Location of Violation _____

Vehicle Registration # _____

Violation as listed on ticket _____

SIMPLE DETAILS OF YOUR APPEAL MUST BE ON THIS APPEAL FORM. Use of additional paper allowed:

It is acknowledged that the explanation contained on this and any attached form is accurate and truthful.

X _____
Signature of owner of ticketed vehicle

X _____
Signature of placard owner

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ADJUDICATION OF PARKING VIOLATIONS

All attempts to settle handicapped parking issues are done through the mail by the registered owner of the ticketed vehicle. Disputes must be sent within 21 days of receipt of ticket and within 14 calendar days of the first Notice of Delinquent Parking Violation. The result of the decision will be sent to the supplied legible address.

If you are contesting the ticket, it is your responsibility to prove your case. You must submit: ***** DO NOT CUT OUT*** LEAVE COPIES ON 8.5x11 PAPER.**

1. Explanation on this appeal form and, PROVIDE REQUIRED SIGNATURES OF:

- a. owner of ticketed vehicle and
- b. holder of placard

2. COPY OF License of owner of HP Placard or if does not have one license of owner the vehicle.

3. COPY OF Registration of ticketed vehicle

4. COLOR COPY OF HP Placard with owner clearly identified & current expiration date

*****OUT OF STATE PLACARDS MUST SEND HP PLACARD REGISTRATION CARD (WITH OWNER CLEARLY IDENTIFIED) ALONG WITH COPY OF CURRENT PLACARD*** This is for states where photo ID and owners name is not permanently on HP placard.**

5. Original ticket

Mail all above information to address at top of page

Reminders:

- Lack of knowledge is not a reason to contest a ticket.
- Veterans' license plates must be received from Medical Affairs and be labeled "Disabled Veteran" when using a space reserved for the handicapped.
- The ticketing officer will check for the expiration date on HP placards. It is the driver of the vehicle's responsibility to ascertain the expiration date is in full view.
- Misuse of placard and/or providing false information is illegal and subject to fines and loss or suspension of license.
- Expired placards are invalid and are to be destroyed when new placard is received. It is illegal to have more than one permanent placard. Using an expired placard is considered misuse and subject to fines.
- It is illegal to share HP placards. Destroy placards after owner is deceased.
- It is illegal to possess a counterfeit placard or to alter a placard.
- If you drop off and/or pick up owner of placard, do not use the placard.
- If the owner of placard is present but is not exiting the vehicle, do not use the placard to park in a space reserved for the handicapped.
- If you drop off and pick up the owner of the placard, do not use the placard - owner of vehicle will be subject to one or more fines.
- It is the driver's responsibility to properly display a current HP placard only when the owner of placard is present and exiting the vehicle.
- Park only in authorized areas.
- It is a violation to park in the crosshatch access isle adjacent to a handicapped parking space, even with a placard.
- Without an HP placard, do not park for any length of time in a space reserved for the handicapped.
- If violation is dismissed, retain received correspondence. Late fees are dismissed if the ticket is dismissed. If the parking violation stands, registered owner may be liable for late fees as dictated by the Registry of Motor Vehicles.

If you disagree with any final decision, contact:

Superior Court for Middlesex County

200 Trade Center, Woburn, MA 781 939-2700 per MGL judicial review, Chapter 30A, Section 14