



WRIGHTSVILLE BEACH PARKING CITATION APPEAL FORM

Violation #: _____ Date: _____

Name: _____

Address: _____

City, State, Zip _____

Primary Phone #: _____

NOT VALID REASONS FOR AN APPEAL:

- Lack of knowledge of the Town's parking regulations.
 - Appointment conflicts or tardiness going or returning from appointments.
 - Inability to find a legal parking space or signage.
 - Failure to have appropriate or sufficient amount of coins.
- An appeal filed on these grounds will be denied.*

APPEALS PROCESS:

The right to appeal a citation has been granted by the Town of Wrightsville Beach.

- i. An appeal must be filed, IN WRITING, within 72 hours after the citation was written
- ii. The Appeal Coordinator will render a decision within 5 business days of the date of the appeal and the fine will not increase during this time. Appeals are judged based on the information provided below, the ordinances of Wrightsville Beach, and information gathered by this office.
- iii. If an appeal is denied, a confirmation of this denial will be sent to the address provided above. Six(6) days after the denial letter is sent from our office the fine will continue to increase on the schedule provided on the citation.
- iv. An Administrative Hearing can be set for those who dislike the appeal decision provided. To set an Administrative Hearing you must pay a bond for the amount of the citation outstanding, and it must be filed within 15 days after notified of a denied appeal.

Reason for requesting dismissal:

Wrightsville Beach Parking Office
 5 Live Oak Drive
 Wrightsville Beach, NC 28480
 Phone: (910) 256-5453 Fax: (910) 256-5319
 Office Hours: 9am – 5pm 7 days a week