



# TOWN OF WAKEFIELD

PARKING CLERK

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## Parking Violation Appeal

To appeal of a parking violation, fill out the form on the following page or submit a request online at <https://wakefieldma.rmcpay.com>. Appeals not submitted online must be sent to the Office of the Parking Clerk at 1 Lafayette Street, Wakefield, MA 01880 or by email to [kstache@wakefield.ma.us](mailto:kstache@wakefield.ma.us). Please include a copy of your violation and all supporting documents you wish to be considered along with your form.

**First appeal:** Your first appeal must be in within 21 days of the violation date.

**Second appeal:** If you are not satisfied with the decision of the hearing officer, you may make an appointment for an in-person hearing by calling 781-246-6330. Hearings are held at the Office of the Parking Clerk in Wakefield's Town Hall.





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## Parking Violation Appeal

A copy of your ticket must be attached to this appeal form with all supporting documents for consideration and sent to the Parking Clerk at 1 Lafayette Street Wakefield, MA 01880 or by email to [kstache@wakefield.ma.us](mailto:kstache@wakefield.ma.us).

Name: \_\_\_\_\_ Vehicle registration (plate): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Ticket #, as shown on ticket: \_\_\_\_\_

Date of violation notice: \_\_\_\_\_ Time of violation notice: \_\_\_\_\_ a.m. p.m.

Date of appeal (today's date): \_\_\_\_\_

Reason for appeal:

To the parking clerk of the Town of Wakefield:

I hereby appeal the parking violation in the Town of Wakefield. After carefully considering the facts relating to this violation, I believe I have fair and just reason to appeal and obtain cancellation. I understand that the parking clerk will respond to me in writing within 21 days from the submitted date on this appeal.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### Your appeal has been reviewed. You are hereby advised:

☐ Based upon evidence provided, your appeal has been denied. Please pay the violation fee of \$\_\_\_\_\_ within ten days of issuance of this notice. Failure to comply in a timely manner will result in additional penalties being added to the original violation fee, and notification to the Registry of Motor Vehicles for non-renewal of your license or registration.

☐ Based upon evidence provided, your appeal has been approved. No further action or payment is required.

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parking Clerk

\_\_\_\_\_  
Date

