



**TOWN OF WAKEFIELD
PARKING VIOLATION APPEAL**

To appeal of a parking violation, fill out the form on the following page or submit a request online at www.parkingticketpayment.com/wakefield. 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 aco.stache@wakefieldpd.org. 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 Monday through Friday between the hours of 7:00 a.m. to 12:00 p.m. at the Office of the Parking Clerk:

Town Hall
1 Lafayette Street
Wakefield, MA 01880



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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 aco.stache@wakefieldpd.org.

Name: _____ Vehicle registration (plate): _____
Street address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Ticket number (see pre-printed number on ticket): _____
Date of violation notice: _____ Time of violation notice: _____ AM _____ PM
Date of appeal (today's date): _____
Reason for appeal: _____

Notice

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: _____

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 (10) 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: _____

Parking clerk signature: _____ Date: _____