



**City of Ypsilanti**

**Parking Ticket Appeal Form**

To contest a parking ticket or admit responsibility with an explanation , you must complete, sign and return this form to the Ypsilanti Parking Bureau - City Clerk/Treasurer’s Department at City Hall. You may also either *mail* your appeal to 1 S. Huron Street, Ypsilanti, MI 48197 or *fax* your appeal to (734) 482-5790. You must attach a copy of your ticket to this form.

NOTE: Once received by the City, fines do not increase while the ticket is on hold and being reviewed.

**(PLEASE PRINT)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**TICKET INFORMATION:**

TICKET/CITATION #: \_\_\_\_\_ DATE & TIME OF ISSUANCE: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_ STATE OF THE LICENSE PLATE: \_\_\_\_\_

REASON FOR CONTESTING TICKET OR EXPLANATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_\_\_

I certify that the details of my appeal are true and accurate.

All appeals will be handled by the 14A-2 District Court: 415 W. Michigan Avenue, Ypsilanti, MI 48197 (734) 484-6690.

For any questions, comments, or concerns please call the Parking Violations Bureau: 734-483-1100.

Note: The City asserts that appeals for the following reasons will likely be insufficient: lack of available space, financial hardship, ignorance of regulations, bad weather or darkness, only parked illegally for a few minutes, running late, inconvenient assigned area, and unread or misunderstood signs.