



EASTON POLICE DEPARTMENT

Traffic Division

25 S. 3rd Street, Easton, Pennsylvania 18042

610-250-6642 or 610-250-6643

PARKING TICKET APPEAL

If you have received a parking ticket and would like to appeal it, you may fill out the attached form and submit it in person to a Traffic Clerk at the Easton Police Department, by mailing it to the above address, or by emailing it to mgilbert@easton-pa.gov. You have 14 days from the date of the ticket to file an appeal. Before filing an appeal, we recommend you read the below explanation of violation(s) and our position on each.

1. Overtime Parking – Parking at an expired meter. (If you dispute the meter was functioning correctly, a Parking Enforcement Officer will be sent to that meter and conduct a test on it. If it is functioning at the time of the test, the ticket will not be voided.)
2. Not Parked within Marked Space – You must park your vehicle within the space provided. Marked spaces are those spaces that are designated by painted line markings on the roadway or parking lot. If your vehicle does not fit in that space, you must locate another space capable of handling your vehicle's size.
3. Extending Posted Limit of Meter – You may not park at a meter longer than the time allotted by signs in that area. All meters are marked with their time limits.
4. RPP Zone HR Limit – Residential Parking Permit areas are designated within the city. Each area is posted by signage with time limits on parking in that area.
5. No Parking Official Sign – No parking signs are posted throughout the city at various locations for various reasons including bus stops, school zones, and special event temporary no parking areas.
6. No Current Inspection – If your vehicle does not display a valid inspection, PA inspection for PA Residents. If your inspection has been expired for 30 days or more, the ticket will only be voided under extreme circumstances.
7. Too Close to Corner – You may not park your vehicle at a corner which causes other drivers difficulty in viewing approaching traffic. No vehicle will park closer than 20 feet from an intersection or 30 feet from an intersection with a stop sign or other traffic control device on the near side. Do not gauge your distance from the corner by using any painted yellow line.
8. Double Parking – Double parking is permitted by law to load and unload passengers and cargo for a short period of time. No ticket will be voided where the vehicle is unattended or the vehicle is parked next to an available parking space.
9. Street Cleaning – Sections of the city have been designated for street sweeping by City Ordinance. Each area is posted by sign including day and times of restricted parking. Tickets will only be voided under extreme circumstances.
10. No Parking – Same as # 5 above.
11. Blocking Garage or Driveway –
12. Storage of Vehicles – No vehicle may be parked on a roadway without being moved for over 72 hours.
13. Inoperable or Unregistered Vehicles – No vehicle may be parked on a roadway when it is not operational or unregistered. No ticket will be voided for this violation if the registration is expired for 30 days or more.
14. Overnight Parking – Specific vehicles, due to size, are banned from parking on the roadway overnight.
15. Keys in Unattended Vehicle – Due increased number of stolen vehicles, no tickets will be voided for this violation.
16. Snow Emergency Route – The City of Easton has designated roadways as emergency snow routes. A snow emergency, once proclaimed by the mayor, is broadcasted on the radio. The owner of a parked vehicle should locate appropriate parking prior to an announcement being made. Tickets issued for this violation will not be voided. The City of Easton will not be responsible for any cost of damages associated with towing the vehicle.
17. Unauthorized Parking on Private Property – Parking on any property owned privately. Ticket may be voided with the written permission of the owner of the property.
18. Fire Hydrant – No vehicle will park closer than 15 feet from any fire hydrant. No ticket will be excused.
19. Handicap Parking Only – Reserved parking spaces have been designated throughout the city for handicap parking. Handicap parking areas in residential areas are reserved for the resident(s) in that area. Vehicles parked in handicap parking spaces in business areas must display a handicap placard or registration.
20. College Hill RPP Zone – College Hill Residential Parking Permit. Vehicles parking in certain areas of College Hill must display a permit on their bumper. Each area is posted with signs.
21. Kirby Sports RPP Zone 2HR Limit – Parking in the area of Kirby Sports building in College Hill is limited to two hours. Area is posted by sign.



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Name		Ticket No.	
Address		Issue Date	
City/St/Zip		Location	
Phone		Meter No.	
Reg. Plate No.		Issuing Badge	

Reason for appeal:

******* DO NOT WRITE BELOW THIS LINE – TRAFFIC DIVISION USE ONLY *******

Rec'd by:	Date:	PEO Super:	Excused <input type="checkbox"/>	Not Excused <input type="checkbox"/>	Date:
		Lt. of Traffic:	Excused <input type="checkbox"/>	Not Excused <input type="checkbox"/>	Date:
Comments:					

Right to Appeal

If you wish to appeal this decision before the Easton Parking Authority you must, within thirty (30) days receipt of this notice, sign, date, and return this form to the Easton Police Department, Traffic Division, 25 S. 3rd Street, Easton, PA 18042.

Signature	Date
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Date App Rec'd:	
Hearing Date:	
Board Decision:	App Granted <input type="checkbox"/> App Denied <input type="checkbox"/>
Comments:	