

Stow Police Department
Parking Violations Bureau
Parking Citation Reply Form

Your Name _____ Daytime Phone () _____

Address _____ City _____

State _____ Zip _____ Citation # _____ Date of citation ____/____/____

Please read the reverse side of this form, and then select one of the below pleas by placing your initials next to it to indicate your choice of plea;

_____ I wish to plead NOT GUILTY to this violation and request a public hearing. I will offer evidence or
Initial testimony in my defense at that time.

OR

_____ I wish to plead GUILTY to this violation, waive my right to a hearing before the Stow Parking
Initial Violations Bureau, and I offer the below explanation. I understand that the Parking Violations
Bureau will consider my statement and render a judgment. This judgment may or may not
eliminate or reduce the violation and/or fine.

I offer the following fact(s): _____

If this citation is for any offense related to a handicap parking violation, include a clear photocopy of the involved handicap parking permit and/or Bureau of Motor Vehicle registration form for the handicap permit.

Return this form in person Monday through Friday, 8AM to 4:30PM, or by mail to the Stow Police Department, 3800 Darrow Road, Stow, OH 44224. Your reply will be reviewed and you will receive a written response by mail. No fines will be increased during the reply process. If you have any questions, please contact the Stow Police Department Records Division at (330)689-5790.

Signature _____ Today's Date _____

For Internal Use Only

Date received ____/____/____ Officer Notes/Photographs Y N

Finding/Notes _____

Date of judgment/finding ____/____/____ Mailed to appellant ____/____/____

351.98 Stow Codified Ordinance: PARKING VIOLATIONS BUREAU.

There is hereby created in the City, in accordance with Ohio R.C. Chapter 4521, A Parking Violations Bureau to handle all parking infractions occurring within the Municipal Corporation, including parking infractions that are in violation of ordinances, resolutions or other local authorities that occur within the territory of the City

(a) The City shall, when the same becomes necessary, appoint a violations clerk, hearing examiners and necessary clerical employees as is necessary to provide for the proper functions of the Parking Violations Bureau. No person shall be employed as a hearing examiner unless the person is an attorney admitted to the practice of law in this state or formerly was employed as a law enforcement officer. (Ord.1983-97.Passed 5-12-83.)

(b) Parking tickets shall be as authorized in accordance with Ohio R.C. 4521.03 and, unless otherwise specified by law or the Parking Violations Bureau, the ticket shall be the Ohio Uniform Traffic Ticket, as described in Ohio R.C. 4521.03 (B), except as provided in Section 351.041(g) for handicapped parking. (Ord. 2001-93. Passed 7-26-01.)

(c) Violations of this chapter shall not be considered a criminal offense for any purpose and no person who commits a violation thereof shall be arrested as a result of the commission of the violation. Violations thereof shall be handled in accordance with this chapter and Ohio R.C. Chapter 4521.

(d) The time within which a person who is issued a parking ticket must answer to the charge on the ticket is fifteen (15) days. The answer shall be made by personal appearance before the Parking Violations Bureau or by mail. If by mail, the time for answering shall be extended in accordance with the Rules of Civil Procedure. No answer may be received by telephone. The answer shall consist of:

(1) An admission that the person committed the parking infraction, by payment of any fine arising out of the parking infraction;

(2) An admission that the person committed the parking infraction, with an explanation of the circumstances surrounding the parking infraction;

(3) A denial that the person committed the parking infraction and a request for a hearing relative to the infraction. If the person desires the presence, at the hearing of the law enforcement officer who issued the parking ticket, the person must request his presence in his answer. (1979 Code 78.17)

(e) Violations of this chapter unless otherwise specified herein, shall be punishable as follows;

(1) Twenty-five dollars (\$25.00) for all parking violations except as contained in Section 351.041 if paid within fifteen (15) days of the issuance of the initial citation; after fifteen (15) days from initial issuance, a fifty dollar (\$50.00) late fee will be added. 2) Two hundred and fifty dollars (\$250.00) to Five hundred dollars (\$500.00) for Handicap Parking violations as described in 351.041 if paid within fifteen (15) days of the issuance if the initial citation; after fifteen (15) days from the initial issuance a fifty dollar (\$50.00) late fee will be added.

3) No late fee will be imposed on any fine if an answer is filed in compliance with this section; however an additional One hundred dollars (\$100.00) default fine, plus costs and other administrative costs, per violation, will be charged if the citation remains unanswered after 30 days from the day of issuance. (Ord. 2009-121. Passed 06-15-09.) (f) The Chief of Police of the City may provide for the impoundment or the immobilization of any vehicle involved with violations of this chapter after the expiration of ten days from the date of any entry establishing judgment or default judgment. Such impoundment or immobilization shall occur through the auspices of the authorized city towing company. The Chief of Police shall establish the bond or cash deposit to secure the release of such impounded vehicle; provided, however, that the deposit shall not exceed one thousand dollars (\$1,000).

(g) The Bureau, in the event it receives an answer which contains an explanation of the circumstances surrounding the parking infraction, may eliminate or reduce such part of the fine arising out of the parking infraction as it, in its discretion, deems appropriate. (h) A person who denies that he committed a parking infraction shall be granted a hearing concerning the infraction. The Bureau shall set a date for the hearing and notify the person, in writing, of the date, time and place of the hearing. The hearing shall be conducted by a hearing examiner of the Parking Violations Bureau, or a hearing examiner or referee of the Traffic Violations Bureau, whichever is applicable, in accordance with Ohio R.C. 4521.08. (j) All appeals from the Parking Violations Bureau, its orders or judgments, or other orders entered pursuant to this chapter, shall be made to the Municipal Court of Stow, Ohio, by filing notice of appeal of the Parking Violations Bureau and the Municipal Court within fifteen days of the date of the entry of the judgment and by the paying of such reasonable costs as the court requires. All appeals shall be processed in accordance with procedural and substantive provisions of Ohio R.C. 4521.08 (D). (Ord. 1983-97, passed 5-12-83) (1979 Code 78.17)