## How Do I Appeal a Parking Ticket?

Note: Full payment of fine must accompany appeal.

a. Mail:

Office of the Town Manager Attn: Parking Appeals 1634 E. Main St.

Ctr. Conway NH 03813

b. E mail: <a href="mailto:conway@conwaynh.org">conway@conwaynh.org</a>

c Fax: 603-447-1348

Appeals must be submitted in writing (<u>Appeals Form</u>). Only those appeals filed in writing within the time allowed will be reviewed. Postal delays or electronic equipment failures will not be considered a valid excuse. Your appeal will be processed in a timely manner (within 30 days) after which you will receive a letter or email regarding the decision.

If your Parking Ticket Appeal is:

**Denied** – Case will be closed.

**Granted** – The fine amount will be refunded.

## **Parking Ticket Appeal Review Policy**

To be reviewed, a written appeal must be submitted in a timely manner to the Town Manager. Full payment of fine amount must accompany the appeal. The Town Manager will review and act upon the appeal. Review may include consultation with Conway Police Department representatives. Appeals will be acted upon and notice provided to the appellant within 30 days of receipt of the appeal.