



Town of Burlington Handicapped Parking Ticket Appeal Procedures

All attempts to resolve handicapped parking violations must be made by mail and submitted by the registered owner of the ticketed vehicle.

- Written appeals must be postmarked within 21 consecutive days from the date of the violation.
- The final decision regarding your appeal will be sent via mail to the return address you provide.
 - If no return address is included, or if it is illegible, your appeal will not be considered.
- Appeals submitted by email will not be accepted.
- Violations involving expired placards or placard misuse will be reported to the RMV
- Submitting Applications for Disabled placard/plates are not considered proof of a current placard.

*****Please allow at least 30 business days from the date we receive your mailed appeal for processing. Processing times may vary depending on the volume of appeals received. We will notify you by mail if additional information is needed to process your appeal, as well as the outcome whether it is denied, or dismissed.**

Your appeal must include the following:

1. A written explanation of the events that transpired, including:
 - a. Full printed name of the registered owner of the vehicle and the handicap placard holder.
 - b. Full return mailing address (street, apartment, town, state, zip code).
 - c. Ticket Number
 - d. Date of violation
 - e. A brief statement of events
 - f. The statement must be signed by: The owner of the ticketed Vehicle & The owner of the Handicap Placard.
2. Photo copies of the following must be on 8.5 x 11 paper. **Paper cut outs will NOT be processed for consideration in an appeal and will result in the denial of the appeal.**
 - a. Drivers licence for both the owner of the ticketed vehicle and the placard holder. (if no driver's licence is available, provide a copy of a photo ID.)
 - b. Registration of the ticketed vehicle
 - c. Color copy of a valid and unexpired handicap placard, ensuring that the placard number, expiration date, owner name, and photo are clearly visible.
3. Original Ticket (if you do not have original ticket, please send everything listed above)

Please mail all copies of the requested items to:

**Town of Burlington
Handicap Parking Office
P.O. Box 211
Burlington Ma 01803**