

Myrtle Beach Parking

Date: _____ **Telephone:** _____
Name: _____ **Citation #:** _____
Address: _____ **Citation Issue Date:** _____
City: _____
State: _____ **Zip Code:** _____

As a matter of policy, a citation is not issued in error and no recommendation may be made upon such grounds other than upholding the issuance due to:

1. The person's failure to have appropriate or sufficient payment
2. Inability to locate a valid or convenient parking space
3. Lateness or tardiness for appointments or meetings
4. Lack of knowledge of parking requirements or regulations

Per City of Myrtle Beach Code of Ordinance, Section 12-137.

Each parking meter violation citation issued may be technically dismissed by the Parking Manager or administratively appealed to a hearing officer, or brought to municipal court for receipt of warrant and criminal adjudication.

Per City of Myrtle Beach Code of Ordinance, Section 12-138

Any citation issued may be brought to the offices of the Parking Management Company as shown on the citation, and if proof is shown to the satisfaction of the Parking Manager or designee that the following technical reasons exist, the Parking Manager may immediately invalidate the citation upon these technical grounds **only**. Please check all that apply to you.

<table border="0" style="width: 100%;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Meter Malfunction*</td> </tr> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Citation written outside hours of enforcement**</td> </tr> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Registration does not match citation**</td> </tr> </table>		Meter Malfunction*		Citation written outside hours of enforcement**		Registration does not match citation**	<table border="0" style="width: 100%;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Photo (if available) does not match citation**</td> </tr> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Valid handicap placard or veteran tag**</td> </tr> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td>Valid pay station receipt**</td> </tr> </table>		Photo (if available) does not match citation**		Valid handicap placard or veteran tag**		Valid pay station receipt**
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Section 12-139. Administrative Appeal *

Parking meter citations may be administratively appealed to a hearing officer. **The citation must be paid** and the appeal must be filed within seven days of issuance of the citation. The appeal form must be properly filled out with complete contact information. An incomplete or inaccurate appeal form is a waiver of the right to appeal, and that waiver is final for all purposes. All administrative appeals shall be held on Mondays, Wednesdays and Fridays immediately following the filing.

For the purposes of administrative appeal, a person must prove that a citation was issued in error.

Please elaborate on the reasons for your appeal:

Appeal hearings may be done through telephone, facsimile, e-mail or in person. The hearing officer will contact you regarding the date and time for the hearing if the box below is checked.

Please check if you wish to be present at the hearing.

** Decision can be rendered immediately
 * Must be paid in full prior to proceeding with appeal.

Parking Violation Number _____
Officer _____
Date _____
Time _____
Violation _____
License Number _____
State _____
Year _____
Make _____
Model _____

Location _____