



# CITY OF TOPEKA

Facility Management Division  
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Topeka, KS 66607  
[www.topeka.org](http://www.topeka.org)



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## ADMINISTRATIVE HEARING REQUEST

DATE: \_\_\_\_\_, 20\_\_\_\_

I hereby request an administrative hearing regarding parking ticket number(s)  
\_\_\_\_\_ issued to vehicle license number  
\_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

Listed below are the grounds for adjudication. Please check all that apply.

- \_\_\_\_\_ I did not own the cited vehicle at the time the violation notice was issued.
- \_\_\_\_\_ The cited vehicle, or it's license tag, was stolen at the time the violation occurred.
- \_\_\_\_\_ The relevant signs prohibiting or restricting parking were missing obscured.
- \_\_\_\_\_ The relevant parking meter was inoperable or malfunctioned.
- \_\_\_\_\_ **\*\*\*\* METER CHECK NEEDED \*\*\*\***
- \_\_\_\_\_ The facts alleged in the violation notice are inconsistent or do not support a finding that the specified regulation was violated.
- \_\_\_\_\_ The illegal condition described in the violation notice did not exist at the time the notice was issued.
- \_\_\_\_\_ Other \_\_\_\_\_

Please attach all documentary evidence that rebuts the charged violation and a signed written statement setting forth the facts relevant to establishing a defense to the charged violation.

\_\_\_\_\_  
Signature