OTIS COLLEGE OF ART AND DESIGN

PARKING ADJUDICATION
ADMINISTRATIVE REVIEW APPLICATION

An Administrative Review must be completed with in 21 calendar days from the date the citation was issued. Please complete the section 1 and 2 of this form. Attach any documents that you feel may best support your statement(s) of facts. Incomplete applications will not be accepted. Please print legibly.

Section 1- Your Information – Please Print Legibly

First Name:_____Last Name:_____Phone #:_____

Mailing Address:_____

City:_____State:_____Zip Code:_____

Status: _____Student _____Faculty _____Visitor

Section 2 – Statement of Facts

Complete one review form for each citation. Any statements written outside of this area will be disregarded.

Citation #_____Vehicle Plate #_____Otis Permit #_____

Briefly explain why the citation should be reviewed for dismissal:

_____
_____
_____
_____
_____
_____

Attach all evidence/documents that you feel support your statement(s).

I certify that the information provided is true and correct.
Signature:_____ Date:_____

Office Use Only

Compliance Comments:_____
The above information has been reviewed and resulted in:_____ Dismissal/Warning_____Upheld
Date Reviewed:_____ Review Board Comments: _____