



DEPARTMENT OF POLICE

CITY OF WOOD DALE

404 NORTH WOOD DALE ROAD • WOOD DALE, ILLINOIS 60191-1599
ADMINISTRATIVE - 630-766-2060 • EMERGENCY - 911 • FAX - 630-766-9178
WEBSITE • www.wooddale.com



Parking Citation Resolution Information

The City of Wood Dale has established a Parking Citation Protest procedure as a method of allowing recipients of parking tickets an opportunity to make the police department aware of a substantial error related to the issuance of a citation. Parking tickets will only be voided if an apparent error resulted in the citation being issued. Examples of an apparent error may include:

- 1) Prior Permission: A vehicle granted parking permission from 2:00am to 6:00am prior to the issuance of the citation.
- 2) A citation was issued for failure to display a valid vehicle sticker at a time when the vehicle was not registered in the City of Wood Dale.

The following explanations do NOT qualify as valid reasons to void a citation:

- 1) Lack of knowledge of City ordinances or requirements to purchase commuter parking permits or village stickers. Changes in local ordinances are explained in the City newsletters. Proper signage is posted throughout the City and commuter parking lots. The City Municipal Code is available to the public at City Hall, the Police Department or on-line at: www.wooddale.com under the *Public Information* tab.
- 2) Failure to properly display a commuter parking permit, City sticker or handi-cap placard.
 - a) City stickers must be affixed to the lower right hand corner of the front windshield.
 - b) Commuter parking permits must be visible in the front windshield either on a visor or the rear view mirror.
 - c) Handi-Cap Placards must be displayed by the rear view mirror.
- 3) Under no circumstance is the use of designated permit parking spaces allowed without the appropriate permit.
- 4) Someone other than the owner parked the vehicle.
- 5) Possessing a commuter permit but not having it in the vehicle at the time it was parked in the commuter lot.
- 6) Failure to properly display a handi-cap placard / use of handi-cap spot.
 - a) A current placard must hang from the rear view mirror of the vehicle if the vehicle is not provided with State of Illinois handi-cap license plates.
 - b) Someone other than the handi-cap person utilizing the vehicle with the sticker does not constitute the use of a marked handi-cap parking spot.
 - c) The owner or employee of a business with dedicated handi-cap parking spots may not utilize these spots as their own.

Please Note: Requesting a review of the citation will not delay the due date or relieve the recipient of the applicable late fees. If the review results in the ticket being non-suited or voided, you will be notified and no additional action will be required.

Once you have read the above information, you have the following three options:

- 1) **REVIEW:** You may complete a Parking Protest Form if there are sufficient facts to support an apparent error. You must also provide that proof along with your form, including a copy of the citation. Please retain the original for your records.
- 2) **COURT APPEARANCE:** You may request a court appearance, if the facts do not support a review by police personnel but you wish to dispute the citation. You will be notified by mail of the court date by the DuPage County Clerk's Office.
- 3) **PAY THE FINE:** You may pay the fine. Police department personnel cannot reduce the fine or late fee for your violation. Please utilize the citation as a payment envelope. Citations can be mailed, dropped in the box in the City Hall parking lot or delivered to the Telecommunications Center in the lobby.

To facilitate this process, you must begin by completing the appropriate Parking Protest Form, which can be obtained from the Dispatch Center personnel at the Police Department. Please remember to attach any supporting data with the form.



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Parking Protest Form

Offer this form after Parking Resolution Letter has been read.

Today's Date	Citation Number: WD -	Date You Received this Citation:
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Name				
Address		City	State	Zip
Home Telephone ()		Work Telephone ()		
Vehicle Make	Color	License Number	State / Year	

If you have a valid city sticker, commuter parking permit or handi-cap placard and have been cited for not having / displaying such item, please provide the sticker or placard number: _____

Reason for Complaint:

Please remember to attach any supporting data with this form.

Please Sign Your Name: _____

To be filled out by Police Department Personnel Only

Employee Receiving Protest:	Star
Date Received	Time Received

For Administrative Use Only

Supervisor's Recommendation: _____

Supervisor: _____ Star _____ Date: _____

Chief of Police: Void or Non-Suit Issue Court Date Initial: _____ Date: _____