

OPTION #2



Appeal the citation in writing

Write a letter explaining why you are appealing the ticket and include your name, address and phone number.

Include the payment for the ticket with the letter.

Mail to:

**Ashland Parking Enforcement
PO Box 566
Ashland OR 97520**

The Ashland Municipal Judge will review the letter.

If the charge is dismissed, the check is returned to the sender.

The appeal process usually takes up to 4 weeks.

Do not go to the Municipal Court in person. The clerks are unable to assist with parking tickets. All appeals must be made in writing.

OPTION #3



Personal Appearance for Trial

Send the citation and payment (check or money order—DO NOT MAIL CASH) made payable to Ashland Parking Enforcement, with your letter requesting a personal appearance before the Ashland Municipal Judge.

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Include in the letter the citation number, license plate number, and your name, address & phone number. The letter must be postmarked within 10 calendar days of the date of issue.



City of Ashland
541-488-6002
TTY 800-735-2900
www.ashland.or.us

Reminder

As a driver, be sure to watch for pedestrians & cyclists as you make your way around town. As a pedestrian, be alert. We all share the same space.



**MONTHLY
PARKING PASS**
EFFECTIVE JUNE 1, 2016



**Hargadine
Parking
Facility**

\$30

Per Month

VALID
MONDAY THROUGH SATURDAY



Thank you for your interest in purchasing a monthly parking pass for the City's pay-to-park facility on Hargadine Street.

The Hargadine facility is managed by Diamond Parking, the same organization that provides enforcement for all of the City's parking lots, downtown street parking and issues parking tickets.

- *The pass allows unlimited parking Monday to Saturday from 6:00 a.m. until 6:00 p.m. during the month for which the pass is issued. If you will be parking past 6:00 p.m. or on the weekend *you must purchase additional "time" from the pay stations located on each level of the facility*
- Purchasing a pass does not guarantee or reserve a parking space.
- The pass must be renewed month by month. (See directions on opposite side of brochure for re-ordering instructions.)
- The City is not responsible for lost or stolen passes. Passes cannot be replaced.
- A lost pass will be re-issued one time only within 12 months at no charge. Others will be re-issued at full face value.

1) Print coupon below and fill in name, address, city, state and zip code information.

2) Select the month for which you are buying a pass. To ensure the permit is received prior to the start of the next month, the coupon and payment must be mailed by the 20th of the month
Example: Mail the coupon and payment by April 20 to receive a pass valid for May.

3) Mail the coupon and \$30 check to:

Ashland Parking
PO Box 566
Ashland, OR 97520

4) Your pass, and reusable order coupon, will be mailed to you.

5) Once you receive your pass simply hang it from your rearview mirror when parking in the Hargadine facility. Passes are effective beginning the 1st day of the month.

6) Reuse the same coupon to request a pass for the upcoming month. Be sure to mail the coupon with payment prior to the 20th of the month.



With Ashland's thriving downtown business community and heavily used Lithia Park, parking in the downtown area can sometimes be a challenge.

Street parking is limited to 2 hours in most areas in the downtown core and is limited to 4 hours (late February through early November) in two of the City's free public parking lots. The Hargadine facility is the only pay-to-park lot in Ashland.

Timed parking in the downtown area is designed and enforced to keep vehicles rotating so that space is available for people to shop and do business.

Timed parking is strictly enforced and fines increase after three parking infractions. Please be aware and considerate.



Paying Parking Tickets

OPTION #1



Pay the ticket within 10 calendar days of the date the violation is issued

Make check payable to and mail to:
Ashland Parking Enforcement
PO Box 566
Ashland OR 97520

-OR-

Drop the payment in the yellow drop boxes located at the following locations;

- Ashland Civic Center, 1175 East Main Street
(police station parking lot - no cash)
- Outside City Hall Building, 20 East Main Street
(yellow box is located on pole in parking row facing Plaza - no cash)
- Utility Billing Counter inside City Hall *(cash and check only)*

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