

Understanding Your "Hand Written" Administrative Penalty Notice:

CITY OF WINDSOR CERTIFICATE OF ADMINISTRATIVE PENALTY

W 14201

DATE OF INFRACTION YR. MONTH DAY: 2016 01 24
 TIME OF INFRACTION: 8:40 AM
 MAKE OF VEHICLE: CHEV
 LICENSE PLATE NUMBER: ABCD123

TAG EXPIRY: 07/16
 PROVINCE OF ORIGIN: ON
 INFRACTION: 4266 McDougall

IT IS ALLEGED THAT ON THE DATE SHOWN ABOVE, THE OWNER (OR OPERATOR) OF THE VEHICLE UPON WHICH WAS DISPLAYED THE NUMBER PLATE DESCRIBED ABOVE COMMITTED THE FOLLOWING ADMINISTRATIVE PENALTY (MARKED IN COLUMN 2) CONTRARY TO CITY OF WINDSOR BY-LAW 9023 - AS AMENDED:

1 BY-LAW SECTION	2 INFRACTION: THE ABOVE VEHICLE WAS PARKED / STOPPED:	3 SET PENALTY
54(a)	01 AT EXPIRED METER NUMBER -	\$ 17.00
53	02 WITH FEE PAYMENT IN DEFAULT	
56	03 OVER TIME LIMIT - LOTS - METERS	
8	06 BEYOND PERMITTED TIME	
42	08 ON PRIVATE PROPERTY WITHOUT CONSENT	\$ 28.25 INCL HST
70(4)	44 PARKING PERMITS CLEARLY DISPLAYED	\$ 25.00
10(2) (b)	04 IN A NO PARKING ZONE	
10(1) (e)	09 IN AN ALLEY	
7	13 ON A BOULEVARD - SIDEWALK	
13	15 DOUBLE OR PARALLEL	
10(1) (g)	16 BLOCKING A DRIVEWAY	
14	31 MORE THAN 30 CM FROM CURB	
10(5)	34 SAME SPOT LONGER THAN 3 CONSECUTIVE DAYS	
10(2) (a)	05 IN A LOADING ZONE	
10(1) (b)	10 WITHIN 3 METERS OF A FIRE HYDRANT	
22	11 IN A TAXICAB STAND	
18(2)	17 IN A SCHOOL BUS ZONE	\$ 35.00
20	19 IN A BUS STOP	
70(2)	23 WITHOUT RESIDENTIAL PERMIT	
19	20 IN A NO STOPPING ZONE	\$ 40.00
52	26 IN LOT WITH WEIGHT OF 3000 KG'S OR MORE	\$ 50.00
10(4)	33 OVER WEIGHT LIMIT - 10 P.M. TO 6 A.M.	
31	22 IN A FIRE ROUTE	\$ 85.00
21(12)	21 IN A HANDICAPPED PARKING SPACE	\$ 350.00

I BELIEVE FROM MY PERSONAL KNOWLEDGE AND CERTIFY THAT THE PARKING INFRACTION DESCRIBED ABOVE WAS COMMITTED AND THAT I, OFFICER NAME (PRINTED) J. DOE

A. Served an Administrative Penalty Notice on the owner of the vehicle identified herein by affixing it to the vehicle in a conspicuous place at the time of this alleged infraction, or
 B. Served an Administrative Penalty Notice on the owner (or operator) of the vehicle identified herein by delivering it personally to the person having care and control (or operator) of the vehicle at the time of this alleged infraction.

SIGNATURE OF ISSUING PROVINCIAL OFFENCES OFFICER: [Signature]
 OFFICER NUMBER: #0984

TOWED YES NO

PLEASE READ REVERSE SIDE OF THIS NOTICE

(Front)

IMPORTANT! PLEASE READ CAREFULLY

Within 30 days of the date of the Penalty Notice, choose one of the following options below. Please Note: Failure to pay the Administrative Penalty may result in additional administrative fees.

1. Voluntary Payment Options
 I do not wish to dispute the Administrative Penalty and I enclose the amount of the Administrative Penalty indicated on the front of this Penalty Notice.

Signature _____

Payment Options

a) **On-line:**
 Pay online 24 hours a day, 7 days a week at www.citywindsor.ca

b) **By Mail:**
 Write the Penalty Notice number on the front of your cheque or money order, make payable to "The City of Windsor" and mail to: Public Works Parking Enforcement, 1266 McDougall Street, Windsor, Ontario N8X 3M7. **Do not send cash by mail. Post dated cheques or payments by installments will not be accepted.** NSF cheques will be subject to an additional administrative fee. **Payment date is the date received, not the date of mailing.** Note Carefully the times allowed for payment.

c) **Community & Customer Care Centres:** Please call 311 for additional information.

d) **In Person: Monday to Friday from 8:00 a.m. – 4:30 p.m.**
 Public Works Parking Enforcement
 1266 McDougall Street, Windsor, ON, N8X 3M7
 For Penalty Notice inquires, inquiries, please call (519) 253-9988.

2. Request for Screening Officer Review
 If you wish to dispute a ticket, you can obtain a "Request for Screening Officer Review" form from Public Works Parking Enforcement, 1266 McDougall Street, Windsor, Ontario, or print the forms found online using www.citywindsor.ca and submit completed forms via the posted instructions on the forms.

Notice to Ontario Motorist: Failure to pay the Administrative Penalty imposed will result in your Ontario Vehicle Permit not being renewed and a new permit will not be issued until the penalty and all administrative fees have been paid.

Notice to OUT-OF-ONTARIO Motorist: If the Administrative Penalty is not paid, it may result in your vehicle being towed. Information may also be provided to a Credit Bureau or Collection Agency to obtain payment.

(Back)

A	Penalty Notice Number (Ticket Number)	G	Infraction Amount
B	Date and Time of Infraction	H	Issuing Officer Signature Number
C	Make of Vehicle and License Plate Number	I	Payment Due Date (30 days)
D	License Plate Expiry and Origin of Plate	J	Payment Options Available
E	Location of Infraction	K	Option to Dispute Administrative Notice
F	What Infraction was seen in violation		