

# Parking Citation Management FAQ's

## 1. How do I pay my parking citation?

- You can pay online with a credit card or debit card at [www.lafayette.in.gov/parking](http://www.lafayette.in.gov/parking)  
Follow the Citations link and create an account if you are a first time user.
- You can pay by check or money order, and mail your payment to:  
City of Lafayette Clerk's Office  
20 N. 6<sup>th</sup> Street  
Lafayette In 47901.
- You may pay by check, money order, cash, or credit/debit card at the Clerk's Office in person during normal business hours at City Hall. (Mon-Fri, 8:00am to 4:30pm)

## 2. How do I find out information about my Citation? (Please have the vehicle license plate information or citation number available).

- You can find details about your citation under the Citations link found on the Parking Operations web page. [www.lafayette.in.gov/parking](http://www.lafayette.in.gov/parking). You will be required to create an account if you are a first time user.
- You may call the Clerk's office from 8:00am to 4:30pm, (Mon-Fri) at 765-807-1021.
- You may contact the Parking Operation department at 765-807-1160 or by email at [parking@lafayette.in.gov](mailto:parking@lafayette.in.gov).

## 3. How long do I have to pay my citation?

Citation payments are due within 30 days of the date the citation was issued. Certain citation fees are pre-set to increase incrementally as shown on the citation. Citations remaining unpaid past 120 days are sent to Citation Collection Services LLC.

Citation Fee Schedule: (for some of the more common violations)

\$ 20.00	Exceeding time limit, loading zone violations, parking outside the space markings, parking against the flow of traffic, parking spaces prohibited.
\$ 50.00	Parking in a fire lane or within 15' of a fire hydrant.
\$100.00	Parking in a space reserved for handicap parking.

## 4. I was parked in a 2 hour time zone, left for lunch, came back and parked in about the same spot. I was then issued a ticket. Why?

This situation is likely related to the *Overtime Parking Prohibited* ordinance and the issue of "relocation". The ordinance reads that "it is unlawful to relocate a vehicle whose time has expired to another position on the same side of the street within the same block". You are restricted to 1 (One), 2-hour parking period per day within a particular block on the same side of the street. (The same rule applies to a 3 hour zone)

**5. There is no sign immediately in front of my parking space. How do I know how long I can park there?**

Signs are placed near the beginning and end of each block to help drivers know that the entire block is enforced, and what those time limits are. Several of the reserved handicap parking spaces also have time limits and are marked accordingly.

**6. Why did I receive a citation for PARKING AGAINST THE FLOW OF TRAFFIC?**

If this has occurred, that means your vehicle was driven left of center and is now facing the wrong way, against the flow of traffic. That will again require that the vehicle cross the center line of the road to get back into the correct lane of travel. These actions present avoidable dangers.

**7. I was issued a citation for being parked OUTSIDE OF THE SPACE MARKINGS. Is this action OK if another vehicle has committed the same violation thereby encroaching into the space I hoped to occupy?**

No. A vehicle parked outside the space markings does not automatically preclude someone else of their responsibility to park with established guidelines. To do so would only complicate matters even further. Space markings are designed to maximize the number of available parking spaces within a block, help keep vehicles from getting pinned in by another vehicle, and to prevent vehicles from encroaching into other prohibited spaces.

**8. How do you document the citation offences?**

Our enforcement vehicle utilizes an LPR (License Plate Recognition) system to read a license plate and record the vehicle location. The system is designed to alert the operator when a plate is observed a second time, after a time zone violation has occurred. The system will record images of the license plate and tires on the vehicle. We also use overhead traffic cameras located throughout the downtown area. These cameras are found on traffic light poles and atop certain buildings. Mobile enforcement also occurs during a Walking Tour, and an operator will manually capture images of a violation with a handheld device and upload that into our system.

**9. I do not feel the citation was warranted. How can I appeal the citation?**

- You may appeal your citation on-line at [www.lafayette.in.gov/parking](http://www.lafayette.in.gov/parking) . Look for the Citations tab. You must create an account before you can enter an appeal.
- You may also write out an appeal in person at the Clerk's office located in City Hall on the second floor.

Once the appeal is received, it will be reviewed and you will be notified of the decision. An appeal may only be accepted within the first 30 days in which the citation was issued. The date the citation was issued is considered Day 1.

**10. I saw a vehicle with a wheel lock on it. When is a wheel lock installed on a car?**

A wheel lock may be placed on a vehicle after 3 citations have gone unpaid past 30 days, and after a written notice has been provided. If your vehicle receives a wheel lock or notice, please call Parking Operations at 765-807-1160, or the Clerk's Office at 765-807-1021 to find out how much you owe, and what your options are. An additional \$25.00 wheel lock fee will also be applied if a wheel lock is placed on your vehicle. If the citations and fees are not paid within 24 hours, the vehicle will be towed. You may not use a personal check to pay for outstanding citations and wheel lock fees if this has occurred.

**11. If I no longer own or lease the vehicle in question, or if I received a new license plate (with different characters) for the same vehicle, am I still responsible for any unpaid citations from the past?**

Yes. If you were the registered owner or lessee of the vehicle in question at the time a citation was issued, then you are responsible for any citations issued to that vehicle under your control. As an example, if you have 2 (two) past-due citations from your previous license plate, and you allow a 3<sup>rd</sup> citation to go past-due on your newly issued license plate, you may still be eligible for a wheel lock to be placed on your vehicle.