



TheCounty[™]
PRINCE EDWARD COUNTY ✦ ONTARIO

AMPS Time Extension Request for Screening Review

This form can also be completed online at:
www.thecounty.ca/residents/services/parking/amps-hearing-review-request-form

Please complete and submit this form to request an Extension of Time to Request a Screening Review of the Penalty Notice described below:

Penalty Notice number *

Penalty Notice issued on *

Vehicle Licence Plate Number (if applicable):

Your Name *

Your Street Address *

Your Apartment/Unit/Suite Number

Your City *

Your Province/Territory *

Your Postal Code *

**Your telephone
number ***

Your email address:

Please describe the mitigating or extenuating circumstances that warrant an extension of time:

In order to be considered for an Extension of Time to Request a Screening Review, this Request must be received by the AMPS Unit Screening Officer within 45 days of the date the Penalty Notice was issued.

The Screening Officer may grant an Extension and set a date for a Screening Review only if the Applicant demonstrates, on a balance of probabilities, the existence of mitigating or extenuating circumstances that warrant an extension of time.

You will be notified of the decision of the Screening Officer. If the Screening Officer grants an extension, a staff member will contact you to book a Screening Review appointment.

If you do not attend the Screening Review at the scheduled time, an administrative fee of \$50 will be added to the amount of the Penalty Notice.

If submitting a printed request, please send this completed Request for Extension of Time to Request a Screening Review to:

Parking and Bylaw Enforcement,
Development Service
332 Main Street
Picton, ON K0K 2T0