PARKING VIOLATION REVIEW REQUEST FORM

HOW THE REVIEW PROCESS WORKS:

Please complete the bottom portion of this form and submit it, along with a copy of your citation to the address shown below. Your Review Request must be postmarked within twenty-one (21) calendar days of the date the citation was issued.

City of Santa Rosa - Parking Division
P.O. Box 11113
San Jose, CA 95103-111355-532-3275

A review of your citation will be made by a Citation Review Officer.

Upon completion of the review, you will be notified by mail that either:
• Your request has been approved and the citation has been dismissed; or,
• Your request has been denied and the penalty must be paid.

Should your initial appeal be denied, you will still have the opportunity for an administrative review appeal.

Today’s Date: [ ] Citation Date:

Name: [ ] Citation No.:

Mailing Address:

City: [ ] State: [ ] Zip Code:

Day Time Phone: [ ]

Was the citation for a disabled violation? (circle one) [ ] Yes [ ] No

Please review the back side of this form for further information regarding ADA space violations.

ADA Checklist:

[ ] Copy of current disabled persons placard
[ ] If placard holder was not driving, letter from placard holder stating placard holder was being transported
[ ] Copy of current placard identification card/receipt
[ ] Copy of Placard Owner’s Driver’s License

Reason for Review Request:

Additional space on reverse, or attach multiple pages
Parking citations issued for failure to display current disabled person parking placards

To clear a parking citation issued for failure to display your current disabled persons parking placard, the following must be provided:

1. Parking Violation Review Request Form
2. Copy of current disabled persons parking placard
3. Copy of the current placard identification card/receipt
   - All placards come with an identification card/receipt that must be carried by the placard owner when using the placard. If you do not have the placard identification card/receipt, please contact the Department of Motor Vehicles.
4. Copy of the Placard Owner’s Driver’s License or Identification Card
5. Copy of the Parking Citation

If the person contesting the citation is the driver and the driver was transporting a passenger with a disabled placard at the time of the violation, the items 1-5 need to be supplied along with a signed letter from the placard holder stating that he/she was being transported by the driver at the time of the violation.

Administrative Fee - Disabled placard valid but not properly displayed

Pursuant to California Vehicle Code §40226, an issuing agency may charge an administrative fee not to exceed twenty-five dollars ($25) to process cancellation of a citation in any case where the individual who received the citation can show proof that he or she had been issued a valid placard at the time the citation was received. In such cases, the administrative fee is charged in lieu of collecting a fine for failure to display a disabled placard.