

**REQUEST FOR INITIAL REVIEW OF PARKING CITATION**

This request must be made within 21 calendar days of issuance of the parking citation or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation, per CVC 40215 (a). Appeals submitted after this timeframe has expired will not be accepted. Please list all pertinent information why you believe this parking violation should be dismissed. Attach citation and any supporting documents. PLEASE PRINT LEGIBLY.

**COMPLETE THIS SECTION ONLY:**

<b>NAME AND COMPLETE ADDRESS:</b> _____ _____ _____ _____	<b>PARKING CITATION INFORMATION:</b> Issuing Agency: _____ Citation # _____ Date: _____ Telephone #: _____ Email Address: _____
<b>REASON FOR CONTESTING THIS CITATION:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
<b>SIGNATURE OF REQUESTOR:</b> _____ <b>DATE:</b> _____	

DO NOT WRITE BELOW THIS LINE

**INITIAL REVIEW RESULT:** [  ] Dismissed [  ] Upheld      Fine Amount: \$ \_\_\_\_\_  
See Comment(s): [# \_\_\_\_\_ ] in back of form

**REVIEWED BY:** CITY PARKING DIVISION      **DATE REVIEWED AND MAILED TO REQUESTOR:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_

During the review process you may or may not be mailed a "bill" or courtesy letter. This letter will indicate a due date by which the citation must be paid or else the citation will impose a late fee. Please ignore this letter, as the agency that issues it is not yet aware of your request for review. The citation due date is 21 days after the mailing date of the Review Results. The DMV will be notified of such failure to pay which may result in the withholding of vehicle registration renewal, per CVC 40220 (a).