

**City of Redding - Office of the City Treasurer
 Parking Citation Appeal Form
 777 Cypress Avenue, 3rd floor
 PO Box 496071
 Redding, CA 96049-6071
 (530) 225-4160 - (530) 245-7199 Fax**

INSTRUCTIONS: The time to contest the issuance of a Parking Citation is fixed by the California Vehicle Code. All appeals must be received by the Redding City Treasurer's Office at the address shown above **WITHIN 21 CALENDAR DAYS FROM THE DATE OF ISSUANCE OF THE PARKING CITATION OR 14 CALENDAR DAYS FROM THE DATE OF MAILING OF THE NOTICE OF DELINQUENT PARKING CITATION.** To contest a Parking Citation, complete Section A below. If you admit the violation but believe good cause exists to excuse the violation, please describe the circumstances surrounding the violation. If you deny committing the violation, you must provide factual evidence to support your position prior to the administrative hearing.

SECTION A

NAME _____	CITATION NO. _____
ADDRESS _____	DATE/TIME CITED _____
CITY _____	VIOLATION CODE _____
STATE _____ ZIP _____	PENALTY \$ _____
DRIVER'S LICENSE _____	VEHICLE LICENSE _____
DAY TIME PHONE NO. _____	METER NUMBER _____
SIGNATURE _____	LOCATION _____

Do you wish to have your administrative hearing by (check one): Mail Personal Conference

Hearing by mail: A notice will be mailed advising you the date that your appeal will be reviewed. Submit all factual evidence, including photos, supporting your appeal prior to the review date. The result of your appeal will be mailed to you within 21 days after the review date.

Hearing by Personal Conference: A notice will be mailed to you advising you of the date and time of your personal conference with the Administrative Hearing Officer. Bring all supporting documentation and/or witnesses with you to the hearing. The result of your appeal will be mailed to you within 21 days after the hearing date.

Office use only	
REC'D BY _____	_____
DATE REC'D _____	_____
CONTEST/HOLD _____	_____

BASIS FOR APPEAL OF PARKING CITATION / REQUEST FOR REVIEW OF CITATION:

(For City Use Only)	RESULTS OF PRELIMINARY REVIEW / FIELD CHECK: _____
	Field check by: _____ Date _____ _____ Citation cancelled - meets City criteria for cancellation _____ Citation not cancelled - does not meet City criteria for cancellation
	Reviewed by: _____ Date _____

SECTION B (For City Use Only)

RESULT OF ADMINISTRATIVE HEARING: Appeal Granted _____ Appeal Denied _____
 Signature _____ Date _____

CITATION PENALTY AMOUNT DUE WITHIN 20 DAYS OF RESULT OF HEARING \$ _____

If your appeal is granted, the citation will be dismissed and no further action is required. If your appeal is denied, you must pay the citation penalty amount due to the City of Redding within 20 days or file a request for review with the Shasta County Superior Court within 30 days from the date of mailing of the Administrative Hearing Officer's ruling. A late payment penalty of \$20 will be added to the citation penalty amount if payment is not timely remitted. All unpaid citations are referred to the DMV for collection.

