



City of Sand City Parking Violation Initial Administrative Review Request

The Sand City Police Department offers the option of an Initial Administrative Review to persons subject to parking violation fines, pursuant to 40215(a) CVC. Those persons seeking Initial Administrative Review must submit their request by telephone, in person, or by completing this Initial Review form, within 21 calendar days of the issuance of the violation, or 14 calendar days from the mailing of the Parking Violation Notice. Failing to adhere to this timeline forfeits your right to appeal.

Today's date:	
Your name:	Citation number: SC
Your address:	License plate number:
Your city/state/zip:	Date of violation:
Your phone number: () -	Penalty amount:

REASON FOR REQUESTING REVIEW:

This review will be based on the information provided here. Information provided at a later date will NOT be considered. Attach or include all photos, diagrams, copies of permits/placards, etc. Please explain your reason for believing this citation was issued in error.

Signature: _____ Date: _____

Note: once your request for Initial Administrative Review is received, your citation will be placed on "hold" and will remain at the original fine amount until a determination has been made. Within 4 weeks after receipt of the Initial Review request, written notification of the determination will be mailed to the address indicated on this form.

INTERNAL USE ONLY	
Citation upheld _____ Citation dismissed _____	
Comments: _____	

Signature: _____ Date: _____	