



Request for Citation Dismissal

Date of Appeal _____

A request for citation dismissal must be submitted within 14 calendar days of the date and time of issuance of the citation (Sarasota City Code: Sec, 33-168). Failure to do so will result in a plea of Guilty and all applicable late fees will be added to your Citation balance. No late fee will be added to your fine during the appeal process. The City reserves the right under City Code 33-166, to require a deposit equal to the amount of the citation, plus \$7.50 administrative fee.

There are several options available for submitting a Request for Citation Dismissal:

1. Present the form and citation at the Parking Operations Division (POD), 8 a.m. to 5 p.m., Monday through Friday, 1565 1st Street, Sarasota, FL, 34236, in the center of the lobby of City Hall.
2. Email this form and a scanned copy of your citation to parkinginfo@sarasotagov.com
3. Mail this form and your citation (keep a copy) to the Parking Management Office, 1565 1st Street, Sarasota, FL 34236.
4. Fax this form and a copy of your citation to the Parking Management Office, Fax # 941-926-6588.

Full Name (Please Print – Above the line)

Phone Number including Area Code

Street Name and Number, Apt.# and/or P.O. Box

City, State, Country and Zip Code

License Plate and State

Citation #: _____ Date of Citation: _____

Print Reason for Request for Citation Dismissal: (use back side of form if required)

ADMINISTRATIVE RESPONSE

Signature of petitioner above

ADMINISTRATIVE RESPONSE

Date of Response: _____ **By:** _____

Your citation has been **DISMISSED**. This letter serves as your verification that your citation has been excused.

Your citation has been **UPHELD** and a fee of **\$7.50** will be assessed to the citation. The citation is upheld for the following reason:

_____ Citations cannot be dismissed based upon the *failure to display* current registration on plate, or parking permit.

_____ Citations cannot be dismissed when a *Warning Ticket* has been previously issued for the same violation.

_____ Citations cannot be dismissed based on lack of knowledge of the City's parking regulations.

_____ Photographic evidence of your violation does not support your request for dismissal (Photo attached).

_____ Other reason: _____

You will be given 14 days from receipt of this notice to pay your citation without accessing a late fee. Payment can be made on the internet (www.sarasotagov.com/Parking), in person (8am-5pm, M-F at City Hall center lobby P.O.D. office, or by mail to City of Sarasota Parking Division at 1565 1st Street, Sarasota, FL 34236. Check must reference Citation number. Appeals may be challenged through the Court of Sarasota. To schedule court appearance, notify the Parking Office at 941-954-7057. Court hearings must be scheduled within 30 days of receipt of this notice. Applicable court charges will apply to court hearings.