

1. Parking Citation Appeals

You may initiate a Parking Citation Review Request if you believe that the violation you were charged with either did not occur, or that extenuating circumstances existed to warrant the dismissal of the citation.

2. Generally, Parking Citations Are Not Dismissed For Claims Of The Following:

- Lack of intent to violate the law
- Shortage of parking spaces, on public or private property.
- (Illegal) use of parking space inconvenienced no one, even if usage was short in duration.
- Running late for an appointment, work, class, etc.
- Unable to leave work, class, etc., to move vehicle in a timed parking zone.
- Failure to see properly posted parking signage or painted curbs
- Failure to purchase city parking permits.
- Financial hardship. (The city does not reduce fines or offer community service in lieu of paying fines.)

3. Important Information - Do Not Send Payment At This Time

- Reviews may NOT be submitted by email.
- If you appeal a parking citation, the payment due date is temporarily placed on hold pending the outcome of the review. No late charges will be applied during this time.
- A Notice of parking violation will still be mailed to the registered owner of the vehicle 7 days after the citation issue date. If you appeal a parking citation you may safely ignore this notice.

4. Parking Citation Review Form Instructions

1. Fill out the REVIEW FORM on the attached page. Include any information you wish to be considered, including diagrams and/or photographs. Do not attach your original citation(s), keep them for your records.
2. Mail, deliver or fax your completed REVIEW FORM to: **Davis Police Department**
Attn: Parking Reviews
2600 5th Street Davis CA 95618-7718
Fax: (530) 757-7102
3. **DO NOT SEND PAYMENT AT THIS TIME**
4. The REVIEW FORM must be **RECEIVED within 21 CALENDAR DAYS** of the citation issue date. Postmarks are not accepted.
5. You will be notified by mail with the results of the review. You may call (530) 747-5400 to check on the status of your review.

5. Notification of Results

1. **If your parking citation is dismissed**, a letter will be mailed to you and no payment will be necessary.
2. **If your parking citation is deemed to be valid**, a letter will be mailed to you, at which time payment will be due within 14 calendar days of the notice date printed on that letter. If you are not satisfied with the results of the review, information on how to request an Administrative Hearing will be included with your letter.

6. Questions?

If you have any questions about your parking citation, or need assistance in preparing your Parking Citation Review Request, please call:

Davis Police Department
(530) 747-5400
during normal business hours

7. Visit Our Website

For Parking Maps & Additional Information: <http://www.cityofdavis.org/police/parking.cfm>