

**PARKING CITATION
REVIEW AND APPEAL INSTRUCTIONS**

If you have received a notice of PARKING VIOLATION and you wish to contest the payment of the fine there is a two step process you must follow.

Step 1 Your first step is to request an ADMINISTRATIVE REVIEW Complete the form titled “**PARKING ADMINISTRATION REQUEST FOR REVIEW.**” Mail the completed form along with a copy of the parking violation notice and any supporting documents to:

**Petaluma Police Department
Attn: Parking Administration Review Officer
969 Petaluma Blvd North
Petaluma, CA 94952**

You will be notified by mail of the reviewing officer’s decision.

Step 2 If your request is denied by the reviewing officer, and you wish to appeal the decision you must complete the form titled “**PARKING VIOLATOR APPEAL.**” Mail the completed form along with a copy of the parking violation notice, any supporting documents, and a check or money order in the amount of the penalty **WITHIN 21 DAYS** of the date of this notice to:

**PARKING ENFORCEMENT
P.O. Box 11923
Santa Ana, CA 92711**

Important Information

A majority of the citation review requests involve the enforcement of the City’s **BLOCK FACE RULES.** If your citation is for a timed zone and you are not familiar with these rules, please see page 2 before submitting your request.

CITY OF PETALUMA, CALIFORNIA
PARKING ADMINISTRATION
BLOCK FACE RULES

City of Petaluma Municipal Code Section 11.44 describes block face rules as follows:

For purposes of this section, a vehicle will be deemed to have been stopped, parked or left standing for longer than the time allowed in this section, if it has not been moved at least "Out of the Block Face" after the expiration of the designated time zone. A Block Face is defined as the block in which the vehicle is parked, bordered by an intersection at each end. A vehicle may not return to the same block sooner than two hours following the expiration of the initial time period. (Ord. 2204 NCS §I, 2005: Ord. 858 NCS §1: prior code §15.11.3.)

<http://www.codepublishing.com/ca/petaluma.html>

CITY OF PETALUMA, CALIFORNIA

PARKING ADMINISTRATION REQUEST FOR REVIEW

Name _____ Date _____

Address _____

City/State _____ Zip _____

Phone (H) _____ (W) _____

CITATION # _____ Officer ID # _____ Issue Date _____

Violation Code # _____ Vehicle License # _____

Reason for Review:

ADMINISTRATIVE REVIEW

Comments: _____

Your request has been approved and the citation will be dismissed.

Reviewed by _____ Date _____

Your request has been denied and the penalty must be paid. Failure to do so may result in late charges and withholding of your vehicle registration until such fees are paid. Send penalty with a copy of this form to: **PARKING ENFORCEMENT, P.O. Box 11923, Santa Ana, CA 92711.** Make checks payable to *City of Petaluma – Parking.*

This notice was issued pursuant to “Block Face Rules” authorized in the Petaluma Municipal Code. Refer to the attached copy of PMC Section 11.44 or reference the code on-line at <http://www.codepublishing.com/ca/petaluma.html>

Reviewed by _____ Date _____

**Mail completed form to: Petaluma Police Department
969 Petaluma Blvd. North
Petaluma, CA 94952**

CITY OF PETALUMA, CALIFORNIA
PARKING VIOLATOR APPEAL

_____ Should you wish to appeal this review, check this box and return this form, **ALONG WITH A CHECK OR MONEY ORDER IN THE AMOUNT OF THE PENALTY WITHIN 21 DAYS OF THE DATE OF THIS NOTICE.** (Mail check or money order to **PARKING ENFORCEMENT, P.O. Box 11923, Santa Ana, CA 92711**). Upon receipt of this form and payment, the Hearing Officer will review your request. This form will be mailed back advising you of the Hearing Officer's ruling. **YOU MAY APPEAR FOR YOUR HEARING IN PERSON OR YOU MAY SEND A WRITTEN DECLARATION.** Please check appropriate box.

_____ I wish to appear in person.

_____ I wish to submit a written declaration (no appearance necessary).

If you checked the box to submit a written declaration, attach to this form your explanation of the reason you wish to further contest your citation. This final step will be handled through the Sonoma County Superior Court and your case will be heard by Judicial Officer appointed by the courts.

FOR OFFICE USE ONLY:

HEARING OFFICER – “FINAL DECISION”

Hearing Time: _____ Hearing Date: _____

Hearing Officer: _____

DISPOSITION: Citation Upheld: _____ Citation Dismissed: _____

Explanation:
