



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 \$25.00 administrative fee.

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

1. Present the form and citation at the Parking Collection Window 8 a.m. to 4:30 p.m., Monday through Friday, 1575 2nd Street, 1st floor, Sarasota, FL, 34236, in the center of the lobby of CityHall.
2. Email this form and a scanned copy of your citation to parkinginfo@sarasotafl.gov
3. Mail this form and your citation (keep a copy) to the Parking Division Office, 1565 1st Street, Sarasota, FL 34236.
4. Fax this form and a copy of your citation to the Parking Division 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 _____ Email Address _____

City _____ State _____ Zip Code _____ License Plate and State _____

Citation #: _____ Date of Citation: _____

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

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 **REDUCED TO A WARNING**. This letter serves as your Verification that your citation has been reduced.

Your citation has been **UPHELD and a fee of \$25.00** 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.
- _____ Citations cannot be dismissed due to appeal being submitted outside the 14-calendar day appeal window.
- _____ 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 incurring a late fee. Payment can be made on the internet (www.sarasotafl.gov), in person (8am-4:30pm, 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. Checks must reference Citation number. Appeals may be challenged through the Court of Sarasota. To schedule court appearance, notify the Parking Office at **941-263-6475**. Court hearings must be scheduled within 30 days of receipt of this notice. Applicable court charges will apply to court hearings.

