



Request for Disabled Citation Dismissal

Date of Appeal: _____

Please note: 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 to apply a \$7.50 administrative fee for any appeal that is upheld.

In addition to this appeal form, we require additional documents to be presented (or photocopies is not in person)

- Original parking citation
- The Disabled Parking Placard Valid at time of Citation
- The Driver's license that corresponds to Placard
- Payment of \$7.50 for an Administrative processing fee (City Code Sec. 33-166)



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

1. Present in person 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 CityHall.
2. Mail this form and the above stated requirements to the Parking Division Office, 1565 1st Street, Sarasota, FL 34236.

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, and Zip Code

License Plate and State

Citation #: _____

Date of Citation: _____

Signature of Petitioner Above

ADMINSTRATIVE RESPONSE:

Date of Response: _____

By: _____

Check the requirement that were met:

- Appeal submitted within 14 days of citation
- Valid Disabled Parking Placard at time of Citation
- Driver's License Matching Disabled Parking Placard
- Appeal accompanied by \$7.50 Payment

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

_____ Your citation has been **UPHELD**. Please see above for the documentation still required.

Comments: _____