



Santa Cruz Port District
**INSTRUCTION FOR REQUESTING AN
ADMINISTRATIVE REVIEW OF PARKING CITATIONS**

A request for administrative review of a parking citation must be made within 21 days of the date printed on the front of the citation. If a review is not requested within the specified time limit, there is no further right of review. To request an administrative review of a parking citation, please contact the Santa Cruz Harbor office.

ITEMS TO BE INCLUDED WITH YOUR REVIEW:

Include all items that may apply to your case (pictures, diagrams of area in question and how vehicle was parked, witness statement, etc.). Simple statements challenging a citation are not acceptable (i.e. "I couldn't see the sign"; "The meter was broken"; "I put enough change in the meter").

PAY STATION / METER MALFUNCTION

Time of day that coins were deposited in pay station or meter, denomination of coins inserted in meter, reason for malfunction (i.e. meter wouldn't take coins, pay station was inoperable).

PARKED IN DISABLED SPACE

A photocopy of your current disabled placard and DMV placard identification card or current vehicle registration showing the identifying disabled parking license plate number.

PARKING PERMIT REQUIRED

A valid parking permit is required for any vehicle parked in an area of the harbor. There are signs at each entrance indicating that a valid permit is required. All permits are not valid in all areas and the permit holder is responsible for understanding their permit privileges. A permit violation shall not be dismissed because a permit holder did not know that his/her permit was not valid in the area where he/she was cited. Non-display or improper display of a permit is a violation of parking regulations and multiple citations for this violation may not be dismissed. Visitors who use visitor permits are required to follow instructions and read signs in the area where they park. An assertion that the Respondent did not know they were parked in a preferential parking area, or that they were required to display a permit while parking, is not grounds for dismissal. Submit a photocopy of the valid permit that was displayed or other proof of current permit with review.

MISSING SIGNS

The California Vehicle Code does not specify the number of signs that must be posted to announce parking restrictions or the minimal distance allowable between signs. Respondent must, by proof, eliminate the possibility of a sign anywhere in the parking area. Proof that a bare pole existed or that there was no sign in part of the area is not adequate proof of this defense. It is the motorist's duty to search the area for signs and the assumption based on the absence of signs in part of the area does not fulfill this duty.

OBSCURED SIGNS

An obscured sign is not a defense unless the Respondent can prove; (1) that the sign was so obscured that no one could read it from any angle; and (2) that there was no other sign in the area indicating the restriction. The fact that a sign is partially covered by a barrier or hidden from certain angles by a tree or bush is irrelevant. All motorists have a duty to see and obey all signs posted.

UNACCEPTABLE DEFENSES

- "This violation has not been enforced in the past," "I've parked here for years," "Everybody does it"
- "The officer saw me and didn't say anything," "The officer said it was OK for a few minutes"
- "I forgot to display my permit" "The permit blew off my dashboard"
- "I was only gone for a few minutes"
- "The lot was full and there was no place else to park"
- "I didn't see any posted signs"

REQUEST FOR ADMINISTRATIVE REVIEW OF CITATION

SANTA CRUZ PORT DISTRICT 135 5 TH AVENUE SANTA CRUZ, CA 95062	DATE:
	CITATION NUMBER:
	VIOLATION DATE:
NAME:	PHONE NUMER:
ADDRESS:	
CITY / STATE / ZIP:	

Please type or neatly print the circumstances of your parking citation. Additional pages may be attached.

APPEAL REQUEST / COMMENTS:

DISPOSITION OF ADMINISTRATIVE REVIEW

YOUR CITATION HAS BEEN DISMISSED. NO AMOUNT IS OWED FOR THIS CITATION.

YOUR CITATION BAIL AMOUNT HAS BEEN REDUCED TO \$15.00

YOUR CITATION APPEAL HAS BEEN DENIED FOR THE FOLLOWING REASON:

- 21 day appeal period has expired.
- Sufficient evidence was not provided to justify appeal.
- The reasons stated do not invalidate issuance of citation.
- Other (Reason for denial is explained below).

**If your citation was found to be valid, citation fees are due.
Penalties apply if payment is received 21 days after the due date.**