

**COUNTY OF SONOMA**  
**PARKING ADMINISTRATION & ADJUDICATION**

585 FISCAL DRIVE, STE 100 • SANTA ROSA, CA 95403 • PHONE (707) 565-1113 • EMAIL [PARKING-ADMIN@SONOMA-COUNTY.ORG](mailto:PARKING-ADMIN@SONOMA-COUNTY.ORG)

**ADMINISTRATIVE REVIEW REQUEST FORM**

Any request for an Administrative Review of a Notice of Parking Violation must be made within 21 days of the issuance of a Notice of Parking Violation or within 14 days of the mailing of a Notice of Delinquent Parking Violation (California Vehicle Code 40215, Contesting a Notice of Parking Violation). Complete this form and submit it, along with a copy of your citation to the address above. If you are contesting a citation issued for your permit/pass you must include a copy of your permit/pass. You may include any supporting documents and/or photographs. Typical process time is 6 to 8 weeks. If you have submitted the review by the deadline date, and then receive a Notice of Delinquent Parking, please disregard the notice. Do not pay the fine until you receive a decision. *\*If your citation was issued for disabled parking violation (CVC 22507.8a), please see reverse side for important information.*

Name: \_\_\_\_\_ Citation#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ License Plate: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) Violation Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Violation Description: \_\_\_\_\_

State Reason(s) for Administrative Review: *( you may attach additional sheets if more space is needed )*

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*I declare that the foregoing is true and correct:* \_\_\_\_\_  
Signature Date

OFFICIAL USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Agency: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Dismissed:  Upheld:

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*\*If you are contesting a citation that has been issued for disabled parking/no placard displayed, (CVC 22507.8a), and you do possess a valid disabled placard, the following items are required and must accompany your review application:*

- 1. Photocopy of the valid disabled placard*
- 2. Photocopy of the placard identification card/receipt, issued with the disabled placard by the Department of Motor Vehicles*
- 3. Photocopy of the placard holder's identification*

*Note: Pursuant to CVC 40226, an issuing agency may, in lieu of collecting a fine for a citation for failure to display a disabled placard, charge an administrative fee not to exceed twenty-five dollars (\$25) to process cancellation of a citation in any case where the individual who received the citation can show proof that they had been issued a valid placard at the time the citation was received.*