

COUNTY OF SANTA CLARA
PARKING CITATION LEVEL 1 REVIEW REQUEST

Parking Enforcement, Citation Appeals or Citation Inquires: (408) 299-8686 or 1 (800) 281-7275

PARKING CITATION APPEALS

You may initiate a Parking Citation Level 1 Review request if you believe that the violation you were charged with either did not occur, or that extenuation circumstances existed to warrant the dismissal of the citation.

Generally, Parking citations are not dismissed for the following Claims:

- * Lack of Intent to violate the law
- * Shortage of parking spaces on county property
- * Illegal parking even if usage was short in duration
- * Running late for an appointment, work etc.
- * Financial hardship
- * Unable to leave work to move vehicle
- * Failure to see properly posted signage or painted curbs.
- * Failure to renew, upon expiration County Parking Permits or Placards.

IMPORTANT INFORMATION
DO NOT SEND PAYMENTS AT THIS TIME

If you appeal a parking citation the payment due date is temporarily placed on hold pending the outcome of the review. No late charges will be applied during this time.

Parking Citation Review Form Instructions

- Fill out the LEVEL 1 REVIEW FORM on the attached page, include any information you wish to be considered, including diagrams and/or photos. Do not attach your original citation(s); keep them for your records. Review Form is not required as long as the following information is provided: Name, Mailing Address, Phone Number, Citation Number and Date, License Plate Number and Reason For requesting appeal.

- Mail your completed LEVEL 1 REVIEW FORM to:
Santa Clara County-Parking
P.O. Box 849
San Jose, CA 95106-0849
(408) 299-8686, 1 (800) 281-7275

- DO NOT SEND PAYMENT WITH LEVEL 1 REVIEW APPEALS REQUEST**

- Per California Vehicle code 40215, the Level 1 Appeal Request must be received within 21 calendar days from the date of issuance of the citation or 14 calendar days after mailing of the notice of delinquent parking violation, based on postmark.
- You will be notified by mail with the results of the review, which may take up to 4 weeks to complete. If you do not hear back within 4 weeks, it is your responsibility to call (800) 281-7276 with your citation number to check on the status of your review.

Notification of Results

- If your parking citation is dismissed, a letter will be mailed to you, and no payment will be necessary.

- If your parking citation is deemed to be void, a letter will be mailed to you, at which time payment will be due within 14 calendar days of the notice date printed on that letter. If you are not satisfied with the results of the review, Information on how to request a Level 2 Administrative Hearing will be included with your letter. Pre-payment is required for this level of appeal. If your citation is dismissed at the Level 2 Hearing, your prepayment will be refunded.

Questions?

If you have any questions about your Parking Citation, or need assistance in preparing your Parking Citation Review Request, please call Parking Enforcement Center at (408) 299-8686 or 1 (800) 281-7275.

