

# City of Crystal River



123 Northwest Highway 19  
Crystal River, Florida 34428  
Telephone: (352) 795-4216  
Facsimile: (352) 795-6351

## PARKING CITATION APPEAL REQUEST

DATE: \_\_\_\_\_

**Proof of ID and vehicle registration required to complete this request.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (Res) \_\_\_\_\_ (Cell) \_\_\_\_\_

CITATION NUMBER: \_\_\_\_\_

DATE OF CITATION: \_\_\_\_\_ TIME: \_\_\_\_\_

VIOLATION: \_\_\_\_\_

TAG NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ VEHICLE MAKE: \_\_\_\_\_

If a violator wishes to contest a notice indicating a violation of this section, said violator may submit this form as a written request for a formal hearing to the city manager, or his or her designee, by certified mail or personal delivery to city hall. The formal hearing request must be received by the city within seventy two (72) hours of the violation notice being issued. (WEEKEND & HOLIDAYS NOT INCLUDED)

If the violator requests a formal hearing and is later found to be in violation of this article by the hearing officer, then the violator shall be responsible for the payments of all hearing and administrative costs. These costs shall not be less than fifty (50) dollars, nor shall they exceed five hundred (500) dollars. If the violator fails to appear at a formal hearing after having requested such hearing, their failure to appear shall be deemed as an admission of the violation, and a judgment of fine plus administrative costs shall be entered against the violator.

**PAYMENTS DUE WILL BE PAID THE DAY OF HEARING AT CITY HALL  
CHECKS MADE PAYABLE TO THE CITY OF CRYSTAL RIVER**

**AUTHORIZED SIGNATURE ACKNOWLEDGING THIS FORM**

PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_