

**City of Sitka  
Administrative Appeal**

**REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION**

Citation No. \_\_\_\_\_ Citation Issue Date: \_\_\_\_\_ Issuing Officer: \_\_\_\_\_

Vehicle License # \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Reason for Citation: \_\_\_\_\_

Print Defendant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Defendant's Signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**Your appeal has been scheduled for \_\_\_\_\_ at 5:30 PM before the Police & Fire Commission  
Location: 330 Harbor Drive (Harrigan Centennial Hall)**

**Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.**

**If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus \$15 collection cost.**

Office Use Only

**Facts & Findings for Administrative Appeal**

- Appeal is granted and citation is dismissed
- Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of \$\_\_\_\_\_, by \_\_\_\_\_, 20\_\_\_\_ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a \$15 collection fee shall be applied.

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Any questions on the ruling of the Police & Fire Commission,  
please contact Executive Assistant Serena Wild at 966-5705.