

**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: _____

**Your appeal has been scheduled for _____ at 6pm before the Police & Fire Commission
Location: 209 Lake Street (Fire Hall Training Room)**

If you fail to appear, the following will happen:

1. 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 _____, 201____ 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.

Any questions on the ruling of the Police & Fire Commission,
please contact Executive Assistant Serena Wild at 747-3349