



## City of Sheboygan Application for Administrative Review of Parking Citation(s)

### **DO NOT SUBMIT FORMS FOR THE FOLLOWING MATTERS THAT ARE NOT DISPUTABLE:**

1. 12a.m. – 6a.m. parking violations (unless you received prior permission to park on street from the Police); or
2. Claims of being unaware of State Statutes or Municipal Ordinances; or
3. Inability to pay/other financial circumstances; or
4. Lost or misplaced ticket; or
5. Improper display or failure to display parking permit; or
6. No curb markings such as yellow paint; or
7. Failure to receive notices due to incorrect/out-of-date address listing with the Department of Transportation; or
8. You want to change the City's Parking Ordinances; or
9. No one else received a ticket; or
10. Parked there before and never received a ticket; or
11. Only parked there for a short time; or
12. Failure to remove or cancel license plates prior to selling a vehicle.

### **CITATIONS ARE ONLY REVIEWED WHEN THE FOLLOWING CRITERIA APPLY:**

1. Meter malfunction or other legal defense; and
2. You are the registered owner, the driver, and/or the true owner of the vehicle; and
3. Application for Review is filed within 30 days of the citation being issued.

Once this Application is filed, the citation is put on hold and there are no new late fees assessed. You will be notified by mail when a decision has been made and given an additional 10 days to pay. If you pay the citation prior to completion of the review process, your payment will be deemed as an abandonment of your review request.

### **RESOLVING THE PARKING CITATION:**

If you do not meet the criteria for review, you must pay the ticket immediately or, if you file a review and it is denied, you have two choices:

1. Pay the amount given on the completed review form within the 10 day time frame
2. File a written request for a court hearing within 10 days following the administrative review decision – please note, once you request a court hearing on a parking citation, court fees will be assessed. For example, a \$25 parking ticket, with court fees is \$63.
3. **If you do not resolve the parking citation in the appropriate time frame, your information will be sent to the State and your registration will be suspended.**

#### PLEASE PRINT:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 DATE OF REQUEST \_\_\_\_\_ DATE OF CITATION \_\_\_\_\_  
 LICENSE PLATE NO. \_\_\_\_\_ PARKING CITATION NO. \_\_\_\_\_  
 PLACARD NO. (if applicable) \_\_\_\_\_

Explain the reason why the citation should be reviewed here (continue on reverse side if necessary):

Signature: \_\_\_\_\_

#### MAIL/DELIVER OR FAX FORM TO:

Sheboygan Police Department  
 1315 North 23<sup>rd</sup> Street, Suite  
 101 Sheboygan, WI 53081

Phone: (920) 459-3342

FAX: (920) 459-0205

Email: [spd.parking@sheboyganwi.gov](mailto:spd.parking@sheboyganwi.gov)