

LAS VIRGENES PARKING ADMINISTRATION

Agoura Hills

Calabasas

Hidden Hills

Westlake Village

INITIAL REVIEW TO CONTEST A PARKING CITATION

This Request for Initial Review must be postmarked within 21 calendar days of the issuance of the citation or within 14 days of the mailing of the original Notice of Delinquent Parking Violation for the request to be acted upon.

In order for your request to be processed, the following information must be provided and will not be returned:

- Complete one Initial Review form for **each** citation.
- Write or print legibly. Use a ballpoint pen.
- Include a copy of the Original Citation or the Notice of Delinquent Parking Violation.
- If the citation was issued for lack of a required permit or hangtag; enclose a copy, and note the color of the permit or hangtag.
- A handicapped parking citation requires a copy of the placard **and** the DMV Disabled Person Placard Identification receipt **or** the vehicle's registration for a Disabled Person License plate.

Citation #: _____ License Plate #: _____ Violation Code: _____

Date and Time Issued: _____ Location: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number (_____) _____ Number of Violations on this Citation (1, 2, or 3):

The reason(s) I am contesting this parking citation is/are:

I certify that the foregoing is true and correct.

Signature: _____ Date: _____

- The City will conduct a review of your parking citation based upon the information you provide.
- Your citation will either be canceled or upheld.
- The results of the Initial Review will be mailed to you and will also be available online at www.pticket.com/LVPA.

Mail to:

**LVPA Adjudication Processing
PO Box 2081
Tustin, CA 92781-2081**

REVISED 05/09/2011

CITY USE ONLY:	Violation 1 Amt Due: _____
NOTES ON BACK: <input type="checkbox"/>	Violation 2 Amt Due: _____
DISP CODE:	Violation 3 Amt Due: _____
<input type="text"/>	Total Amt Due: <input type="text"/>
DATE: _____	BY: _____