

# Parking Citation Information

If you have received a parking citation from the City of Mt. Shasta, please refer to the reverse side of the citation for due dates, payment information and the Administrative Review process.

Penalties accrue after 35 days. Payment can be made in person or by mail to the City of Mt. Shasta.

## Administrative Review

If you believe you were cited without cause, or without fault, an Administrative Review may be requested within 35 days of the original citation issue date without payment of the parking citation fine (Vehicle Code Section 40215). After 35 days from the issue date of the parking citation, an Administrative Review may be requested, but the parking citation, including an additional penalty of \$25.00, must be paid prior to submission (Vehicle Code Section 40215b). If the citation is dismissed, your payment will be returned to you.

- Complete the [Request for Administrative Review on Citation](#), attaching any supporting documentation and/or evidence, along with witness contact information, and any other statements or photos that may assist the hearing officer in making their decision.
- If you no longer own the vehicle, please attach the following to the hearing review form: a photocopy of the Release of Liability Form given to the Department of Motor Vehicles and a Bill of Sale documenting the date sold, to whom you sold the vehicle, and their contact information.
- Return the form and any other supporting documents (if submitting after 35 days from the citation date please also include the citation fine and a \$25 penalty) to:

City of Mt. Shasta  
Attention: Citation Hearing Review Officer  
305 N. Mt. Shasta Boulevard  
Mt. Shasta, California 96067

If you require further information, contact City Hall at [\(530\) 926-7510](tel:5309267510).