

**CITY OF MASON CITY
ADMINISTRATIVE REVIEW REQUEST - PARKING**

An owner or operator of a vehicle alleged to have been parked in violation of any regulation may, at the time of appearance at the Office of the City Clerk or at the Traffic Division within 30 days of Notice of Fine, request an administrative review of the alleged violation in lieu of court appearance. All requests for administrative review shall be completed within 30 days of date of this request.

NAME: _____ DATE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: () _____
NOTICE OF FINE #: _____ VIOLATION: _____
DATE OF NOTICE: _____ TIME OF NOTICE: _____
LICENSE #: _____ STATE: _____
LOCATION: _____ OFFICER #: _____

Give a statement of the circumstances you feel the Administrative Review panel should take into consideration: _____

I certify that the above is true and correct to the best of my knowledge.

Signed: _____