

Citation Appeals Process

(1) Any person issued a Parking Citation, or is the owner of a vehicle on which an Immobilization Device has been attached and/or is the owner of a vehicle that has been towed and impounded for parking violations may file an appeal to establish if the Parking Citation was wrongfully issued, or if the vehicle had the Immobilization Device improperly attached or if the vehicle was improperly towed. The appeal shall be heard by the City's Special Master.

(2) An appeal must be submitted in writing by the appellant within fifteen (15) days of issuance of the Parking Citation and state the basis of the appeal, or within three days from the time an Immobilization Device was attached to the vehicle and/or the vehicle was towed and impounded. The appeal can be sent to City of Boca Raton, Parking Division, 201 West Palmetto Park Road, Boca Raton, FL 33432. **The filing of an appeal requires the payment of the appropriate appeal fee as set out in the User Fee Schedule.**

(3) A hearing date shall be scheduled by the City upon receipt of the appeal. The appellant shall be given at least ten (10) days notice of the time and place of the hearing.

(4) At the conclusion of the hearing, the Special Master shall make a final and conclusive determination whether the Parking Citation was properly issued, or for booting and/or towing, that the booting and/or towing were proper. The determination shall be reduced to writing and signed by the Special Master and filed in the office of the city clerk, and a copy shall be mailed to the appellant.

(5) The decision of the Special Master shall be effective when filed with the city clerk.

(6) If the Special Master rules in favor of the appellant, all fees, fines and penalties paid by the appellant to the City regarding the specific Parking Citation(s), attachment of Immobilization Device, and/or vehicle towing and impoundment shall be returned to the appellant as soon as reasonably practicable.

(7) If the Special Master rules against the appellant, all fees, fines and penalties shall be due, including the fees for removing the Immobilization Device and/or towing and impounding, and all such costs must be paid in full before the vehicle is released to the owner. If all such fees have been paid prior to the appeal, the City shall retain all such fees.