



City of Flagler Beach

Planning & Zoning Department
P.O. Box 70 * 800 S Daytona Ave.
Flagler Beach, FL 32136
www.cityofflaglerbeach.com

INSTRUCTIONS TO SUBMIT A HEARING REQUEST TO CONTEST LOCAL PARKING CITATION

*PLEASE READ THE FOLLOWING INSTRUCTIONS PRIOR TO CONTESTING A PARKING CITATION.
RETAIN THESE INSTRUCTIONS FOR REFERENCE UNTIL AFTER THE CONCLUSION OF YOUR APPEAL.*

- To contest a parking citation, you MUST submit a Hearing Request to Contest Local Parking Citation Form to the appropriate clerk within thirty (30) calendar days of the citation issuance date. The contest form will not be accepted if it is received after the allotted time. If you are a minor contesting a citation, all forms MUST be submitted by a parent or legal guardian. *Please be advised: The burden of proof is on the Appellant (person contesting the citation) to present a case that establishes by competent substantial evidence that the citation appealed was issued wrongfully.*
- You MUST submit a legible copy of the parking citation along with a notarized Hearing Request to Contest Local Parking Citation Form. If you do not have a copy of the citation or require a new copy, please contact the Flagler Beach Police Department at 386-517-2020 to request a copy.
- You MUST be the registered owner of the vehicle that was cited. If you ARE NOT the registered owner, you MUST submit a completed Transfer and Acceptance of Local Parking Citation Liability Form at the time you submit a Hearing Request to Contest Local Parking Citation Form.
- You are expected to appear in-person, however, for good cause shown, you can be accommodated to appear via telephone. You MUST submit a Request for Telephonic Appearance Form at the time of submitting a Hearing Request to Contest Local Parking Citation Form or at least ten (10) days prior to the scheduled hearing date. Requests are granted on a case-by-case basis.
- If you have evidence in support of your appeal, i.e. photographs, you have the option to provide the evidence in advance to be included in the hearing documents provided to the Special Magistrate. Please submit to the appropriate clerk at least ten (10) days prior to the scheduled hearing date.
- To request a continuance of your case to the next available hearing date, please submit a Request for Continuance Form to the appropriate clerk at least five (5) days prior to scheduled hearing date. Emergency requests for continuance will be decided on a case-by-case basis.
- After submitting a request to contest a local parking citation, you may withdraw your request and pay the original fine. You MUST submit a Request to Dismiss Appeal of Local Parking Citation at least 48 hours prior to the scheduled hearing date and attach proof of payment. Instructions on paying the fine can be found on the original citation document.

To request forms, submit forms or if you have questions, please contact the Clerk to the Special Magistrate. Free Notary services are available at the office location. Forms may be submitted via mail, email or in-person. Office Phone: (386) 517-2000 ext. 231, Email: planning@cityofflaglerbeach.com, Office Location: 800 S. Daytona Ave., Flagler Beach, FL 32136, Mailing Address: P.O. Box 70, Flagler Beach, FL 32136



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HEARING REQUEST TO CONTEST LOCAL PARKING CITATION

MUST BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS OF THE CITATION ISSUANCE DATE.
MUST SUBMIT A LEGIBLE COPY OF THE PARKING CITATION AND NOTARIZED HEARING REQUEST.
MUST BE COMPLETED BY THE REGISTERED OWNER OF THE VEHICLE. *If you are not the registered owner, to contest the parking citation, a Transfer and Acceptance of Local Parking Citation Liability Form must be submitted along with all requested documents. If the Appellant is a minor, this form must be completed by a parent or legal guardian.*

Citation Number: _____ Date Issued: _____

I, _____, do hereby request a hearing before the City of Flagler Beach Local Hearing Officer. I understand that as the appellant, the burden of proof is on me to present a case that establishes by competent substantial evidence that the citation appealed was issued wrongfully. I understand that a hearing will be scheduled for the next available Local Hearing Officer hearing date. I understand that I may withdraw my appeal by filing a Request to Dismiss Appeal of Local Parking Citation Form with the City at least 48 hours prior to the scheduled hearing. I understand that I have the option to reschedule a hearing once by notifying the appropriate clerk for the Local Hearing Officer in writing at least 5 days prior to the scheduled hearing. I understand that if I do not reschedule my hearing and I fail to appear the citation will be upheld and I will be responsible for all fines and failure to comply may result in a vehicle registration stop. I understand that by contesting the violation, I am waiving the right to pay the fine imposed on the citation and that if the Local Hearing Officer upholds the violation, he or she may assess reasonable administrative costs of up to \$100.00 against me. I attest that I fully understand the stipulations and the associated penalties.

The factual basis for my appeal is as follows (attach additional pages if necessary):

Submit completed form to the Clerk to the Special Magistrate

In-Person: 800 S. Daytona Avenue, Flagler Beach, FL 32136

Mailing Address: P.O. Box 70, Flagler Beach, FL 32136

Email: planning@cityofflaglerbeach.com

For questions, please contact (386) 517-2000 ext. 231



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Telephone Number: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please note, you will receive notification of the hearing via certified mail and regular mail.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

APPELLANT

Sign: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was sworn to or affirmed _____ in person or _____ by virtual notarization on the ____ day of _____, _____ by _____ who is personally known to me or who produced _____ as identification.

(SEAL)

Signature of Notary

Submit completed form to the Clerk to the Special Magistrate

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