



# CITY OF BERKELEY REQUEST FOR AREA-SIGN CHECK/CORRECTION

City of Berkeley, Citation Processing Center, PO Box 54017, Los Angeles, CA. 90054-0017 Tel: 866.226.9288 TDD: 510.981.7250

*Please Type or Print Clearly*

| CITATION NUMBER(S) | SECTION(S) VIOLATED | LICENSE PLATE NUMBER |
|--------------------|---------------------|----------------------|
|                    |                     |                      |

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Complaint: \_\_\_\_\_

Location Address: \_\_\_\_\_

**NOTE:** If you do not receive a written decision to this administrative review within 15 days, it is **your** responsibility to contact this office for the results. Failure to contact this office within this time frame may result in an increase of fees and the possible wavier of future rights to contest this citation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

**PARKING ENFORCEMENT**

- Paint on curb faded/chipped?
- Break in the painted curb?
- Sign obstructed by trees, foliage, graffiti, other signs, etc. ?
- Posted sign(s) turned the wrong way?
- Signs properly posted on block?
- Restrictions on posted sign(s) unclear?
- What time/day is street sweeping?
- Other

**FINDINGS: (Staff Only)**

- YES  NO
- YES  NO
- YES  NO
- YES  NO
- YES  NO
- YES  NO

Area checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

**TRAFFIC ENGINEER:**

When was the sign(s) posted? \_\_\_\_\_ When was the curb repainted last? \_\_\_\_\_ Was the resident issued a permit to paint curb?  YES

When were the construction permits issued? \_\_\_\_\_ Other: \_\_\_\_\_

Site checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

**ROUTED TO:** Traffic (Police)  Parking Enforcement  Traffic Engineer  Meter Repair

Routed by: \_\_\_\_\_ Date: \_\_\_\_\_