

# HOW TO PAY A PARKING TICKET

## **PAY BY MAIL**

**DO NOT MAIL CASH.** Payments must be made by Check or Money Order. Write your ticket number and plate number on the front of your payment to ensure proper credit. Checks with insufficient funds shall result in additional fees becoming payable and possible prosecution under Florida law.

Make Payable & Mail to:  
**LAUDERDALE-BY-THE-SEA, FL**  
**Municipal Citation Solutions**  
**Processing Department**  
**633 Chestnut Street, Suite 2000**  
**Chattanooga, TN 37450**

## **PAY ONLINE**

Go to [www.payvats.com](http://www.payvats.com) or use the **PAY PARKING TICKETS ONLINE** link at [www.lbts-fl.gov](http://www.lbts-fl.gov).

## **PAY IN PERSON**

**Lauderdale-By-The-Sea Town Hall**  
**4501 N. Ocean Drive**  
**Lauderdale-By-The-Sea, FL 33308**  
**Town Hall Hours: M-F 8:30AM - 4:30PM**

## **APPEAL INSTRUCTIONS**

Contesting a Parking Citation must be done in writing within 10 days. Pursuant to Sec. 19-351b, hearing costs shall be added to the cost of the citation if determination is made that a parking violation occurred. A written appeal request must be received by the Town Clerk within 10 calendar days of the ticket being issued. Send appeals to Town Clerk, 4501 N. Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

## **DEFECTIVE OR MALFUNCTIONING EQUIPMENT**

You must report meter/station problems by 10 AM the next business day by calling 954-640-4200, or in person at Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea. If the meter is found to be operational, you are liable for the violation. If there was a malfunction, the parking citation will be dismissed.

## **NON-PAYMENT PENALTIES**

Parking citations not paid within 21 calendar days are assessed a \$15 penalty. A \$20 penalty is imposed if not paid within 45 calendar days, for a total penalty of \$35. Failure to pay will result in notification to the State of Florida; you may not be allowed to register your vehicle until all parking tickets in the state are paid.