



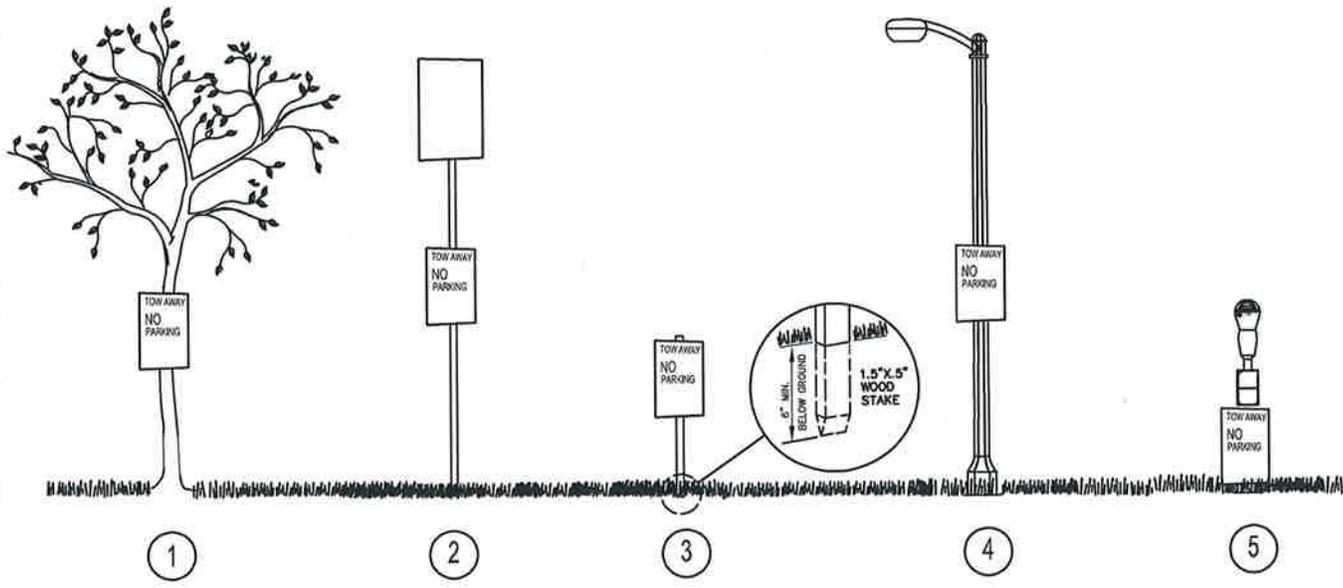
TEMPORARY NO PARKING (TNP) SIGNS POSTING GUIDELINES

In block capital letters, a minimum of 1 inch high, **clearly** print the effective day(s), date(s) and hours on the black background of each sign that is posted. See chart below for examples of formatting.

Duration	Examples of language	Notes
1 day, 24 hours	TUESDAY 9/20/11 24 HOURS	<ul style="list-style-type: none"> For dumpsters and moving containers – fixed, not moved during the permitted time.
Multiple days, 24 hours	MON thru FRI 9/19/11 thru 9/23/11 24 HOURS	
1 day, specific times	TUESDAY 9/20/11 8 AM – 6 PM	<ul style="list-style-type: none"> For construction vehicles and equipment – moved at the end of the day. Not for working or parking on weekends. Construction work is permitted on Saturday between 9 AM and 5 PM only.
Multiple days, specific time	MON thru FRI 9/19/11 thru 9/23/11 8 AM – 6 PM	
Multiple days, multiple times	MON thru FRI 9/19/11 thru 9/23/11 8 AM – 6 PM SAT 9/24/11 10AM – 2PM	

- The sales receipt/permit number must be written in black on the white background (adjacent to the word “NO”) on each posted sign. Directly under the permit number, the first sign facing oncoming traffic should have “BEGIN” printed on it and the last sign should have “END” printed on it. When sign is to be used on a parking meter, write “# ” followed by the meter number below the permit number, without either “BEGIN” or “END.”
- TNP signs must be posted by the permittee and inspected by the Santa Monica Police Department (SMPD) a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect (per California Vehicle Code Section 22651M). **If the signs are not inspected at least 24 hours prior, they CANNOT be enforced and will be removed.** If the days, dates or times change after SMPD inspection, you must re-purchase and re-post the signs, then call SMPD to request re-inspection of the signs a minimum of 24 hours in advance of the changed schedule. See page 2 of this document for acceptable posting methods and materials.
- You or your designee must have receipt/permit in hand and be present at time of inspection. To request inspection, contact SMPD Traffic Services daily between 9 a.m. and 6 p.m. or SMPD dispatch, 24 hours a day. Please speak directly with one of the operators to request an inspection; do not leave a voice mail. **Numbers are underlined below.**
- TNP signs SHALL NOT cover or obscure existing signs or parking meters heads.
- TNP signs must be unobstructed and clearly visible by drivers on the street. Post the TNP signs:
 - Facing oncoming traffic, directly below all existing signage, and at a 45 degree angle to the street
 - Fastened at both top and bottom according to following chart
- Except when posted on a parking meter, a minimum of two TNP signs are always required with a maximum of 20’ (twenty feet) between them. When the area exceeds 20’ (twenty feet) in distance, additional signs should be placed in between the “BEGIN” and “END” signs, with all signs placed a maximum of 20’ (twenty feet) apart.
- All Temporary No Parking signs must be removed upon completion of the project or expiration of the signs, whichever comes first, by the permittee. Signs not removed after they expire will be removed by the City and a removal fee will be charged against the permittee.
- Only City-issued Temporary No Parking signs with valid receipts/permits that have been properly posted in accordance with these guidelines will be enforced. Any other posted signs will be subject to removal by the City and a removal fee will be charged against the permittee.

FOR INSPECTION AND ENFORCEMENT OF SIGNS, INCLUDING TOWING, PLEASE CALL POLICE DEPARTMENT
• SMPD Traffic Services 310.458.8466 x4 (9 a.m. – 6 p.m. daily) • SMPD Dispatch 310.458.8491 (24 hours a day)



	WHERE TO POST	PLACEMENT & HEIGHT	APPROVED FASTENERS			NOTES
			CLEAR TAPE	NAILS TACKS STAPLES	TWINE WIRE ZIP TIES	
①	TREES	AS CLOSE TO 5 FEET HIGH AS BRANCHES ALLOW	X		X	NO NAILS, STAPLES, TACKS, ETC.
②	WOODEN POLE OR WOODEN SIGN POST	ABOUT 5 FEET HIGH, OR DIRECTLY BELOW EXISTING SIGNAGE	X	X	X	DO NOT COVER EXISTING SIGNS
③	WOODEN STAKE	MINIMUM OF 5 FEET AND MAXIMUM OF 7 FEET FROM GROUND TO TOP OF SIGN MAXIMUM OF 18 INCHES FROM CURB		X		STAKE MUST BE MINIMUM 1.5" X .5" (ONE AND ONE HALF INCH BY ONE HALF INCH) AND MUST SUPPORT ENTIRE SIGN
④	METAL SIGN POST, METAL LIGHT POLE, CONCRETE LIGHT POLE	ABOUT 5 FEET HIGH, OR DIRECTLY BELOW EXISTING SIGNAGE	X		X	DO NOT COVER EXISTING SIGNS
⑤	METER POLE	DIRECTLY BELOW EXISTING SIGNAGE	X		X	DO NOT COVER METER HEAD OR SIGNS



FOR SIGNS ON METERS, WRITE METER NUMBER HERE.

FOR SIGNS ON NON-METERS, WRITE "BEGIN OR END" HERE.

SIGN ISSUED BY CIVIL ENGINEERING & TRANSPORTATION MANAGEMENT



FOR SIGNS ON NON-METERS, WRITE "BEGIN OR END" HERE.

SIGN ISSUED BY CIVIL ENGINEERING

City of Santa Monica
Department of Public Works
 1437 4th Street, Suite 300 Santa Monica, CA 90401
 TEL. (310) 458-8721 FAX. (310) 393-4425
 e-mail : smengineering@smgov.net

REQUIREMENTS FOR TEMPORARY NO PARKING SIGNS

SUBMITTED BY : *[Signature]* DRAWING NO. SM18
 APPROVED BY : *[Signature]* DATE: 11-22-2013 1 of 1
 City Engineer