



TEMPORARY NO PARKING (TNP) SIGNS POSTING GUIDELINES

• Civil Engineering 310.458.8721 • Public Works 310.458.8737 • Mobility Division/Traffic Engineering 310.458.8291

In block 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.

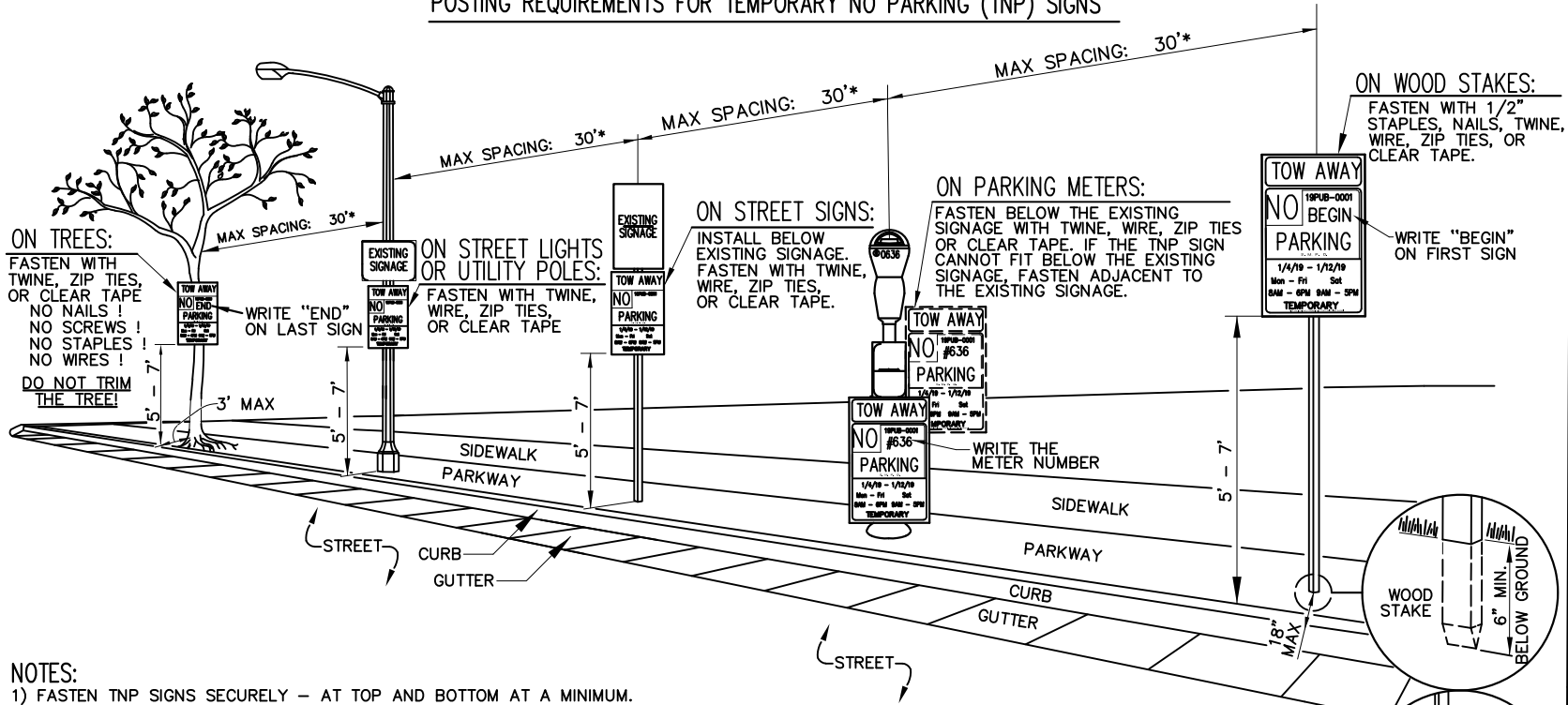
Type of Use	Examples of language	Notes
1 day, 24 hours	TUESDAY 9/20/18 24 HOURS	<ul style="list-style-type: none"> For dumpsters and moving containers – fixed, not moved during the permitted time, issued by Public Works Department Time period starts at midnight (12:01 a.m.) and runs until midnight (11:59 p.m.) of the day(s) indicated. For vehicles used for moving purposes that extend overnight-issued by Mobility Division For vehicles requiring specific start and stop hours on different days with at least one day overnight
Multiple days, 24 hours	MON thru FRI 6/18/18 thru 6/22/18 24 HOURS	
Multiple days, less than 24 hours on some days	TUES 9/20/18 4 PM thru THUR 9/21/18 NOON	
1 day, specific times	TUESDAY 9/20/18 8 AM – 6 PM	<ul style="list-style-type: none"> For construction vehicles and equipment – moved at the end of the day, issued by Public Works Department. Not for working, deliveries, or parking on Sundays. Construction work is permitted on Saturday between 9 AM and 5 PM only. Large moving vans/trucks, specialty services vehicles, and detached trailers may park any day of the week but require an Overnight Oversize permit from SMPD if parked after dark. Signs issued by the Mobility Division see www.smgov.net/oversize Vehicles for Special Events. Issued by the Traffic Engineering Division as part of the Special Events Permit.
Multiple days, specific time	MON thru FRI 6/18/18 thru 6/22/18 NOON – 6 PM	
Multiple days, multiple times	MON thru FRI 6/18/18 thru 6/22/18 8 AM – 6 PM SAT 9/24/18 10AM – 2PM	

Write the sales receipt/permit number in black waterproof marker on the white background (adjacent to the word “NO”) on each posted sign. Directly under the permit number, on the first sign facing oncoming traffic print the word “BEGIN” and the last sign, print “END” printed under the number. 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.” Please do not write the quote marks. See page 2 of this document for more information.

- **POST:** 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 as tow-away signs.** If the days, dates or hours change after SMPD inspection, you must contact the issuing division for instructions how to revise the signs, obtain a revised permit, re-post the signs, and then call SMPD to request re-inspection of the signs a minimum of 24 hours prior to changed schedule.
- **CALL:** You or your designee must have receipt/permit in hand and be present at time of SMPD inspection. To request inspection, contact Traffic Services daily between 9 a.m. and 6 p.m. or SMPD dispatch. Please speak directly with one of the operators to request an inspection; do not leave a voice mail. **SMPD telephone numbers are underlined below.**
- TNP signs SHALL NOT cover or obscure existing signs or parking meter heads.
- TNP signs must be unobstructed and clearly visible by drivers on the street. Post the TNP signs:
 - Facing oncoming traffic, directly below existing signage, and at a 90-degree angle to the street (like a STOP sign)
 - Fastened at both top and bottom according to the chart on page 2, or stapled to a stake in several points
- Except when posted on a parking meter, a minimum of two TNP signs are always required with a maximum of 30’ (thirty feet) between them. When the distance exceeds 30’ (thirty feet) in length, additional signs should be placed in between the “BEGIN” and “END” signs, with all signs placed a maximum of 30’ (thirty feet) apart.
- **REMOVE:** To avoid the current \$198.45 per sign removal fine and fee, Permittee shall remove TNP signs promptly upon completion of need, or expiration of the permits, whichever comes first. Signs not removed after they expire will be removed by the City and the removal fine assessed. Only City-issued TNP signs with valid receipts/permits that have been properly posted in accordance with these guidelines will be enforced, all other TNP signs will be removed, and the removal fee and fines will be assessed against the person posting the signs.
- **RECYCLE OR REUSE:** When permitted, please save the signs to reuse or place them in the recycling bin, stakes included. Email the issuing division about reusing the signs at least one week in advance of the desired use date.

**FOR INSPECTION & ENFORCEMENT OF SIGNS, INCLUDING TOWING, PLEASE CALL POLICE DEPT:
•SMPD Traffic Services 310.458.8466 x 4 (9 AM – 6 PM daily) •SMPD Dispatch 310.458.8491 (24 hours/day)**

POSTING REQUIREMENTS FOR TEMPORARY NO PARKING (TNP) SIGNS



- NOTES:**
- 1) FASTEN TNP SIGNS SECURELY - AT TOP AND BOTTOM AT A MINIMUM.
 - 2) DO NOT COVER ANY EXISTING SIGNAGE.
 - 3) INSTALL TNP SIGNS FACING ONCOMING TRAFFIC AND AT A 90 DEGREE ANGLE TO THE STREET (LIKE A STOP SIGN).
 - 4) TNP SIGNS MUST BE UNOBSTRUCTED AND CLEARLY VISIBLE FROM THE STREET.
 - 5) DO NOT POST TNP SIGNS ON TREES IF 5'-0" MINIMUM TO THE BOTTOM OF THE SIGN CANNOT BE OBTAINED.
- *IF TNP SIGNS ARE BEING POSTED ON THE ENTIRE BLOCK, MAXIMUM SPACING BETWEEN TNP SIGNS IS 50 FEET AND A TNP SIGN MUST BE POSTED ON ALL EXISTING POLES WHERE PERMANENT PARKING SIGNS ARE INSTALLED

SIGN ISSUED BY CIVIL ENGINEERING & TRANSPORTATION MANAGEMENT

TOW AWAY	
NO	19PUB-0001 #636 BEGIN
PARKING	
S. M. P. D.	
1/4/19 - 1/12/19	
Mon - Fri	Sat
8AM-6PM	9AM-5PM
TEMPORARY	

PERMIT NUMBER

FOR SIGNS ON METERS, WRITE METER NUMBER HERE.

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

SIGN ISSUED BY CIVIL ENGINEERING

TOW AWAY	
NO	PARKING
S. M. P. D.	
PERMIT NO. 6368	
DATE 1/4/19 TO 1/12/19	
TIME	"END"
Mon-Fri	8AM-6PM
PROJECT SIDEWALK & DRIVEWAY REPLACEMENT	
CONTACT Civil Eng. @ 310 458-8721	
TEMPORARY	

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

FOR SIGNS ON METERS, WRITE METER NUMBER HERE.

IN AREAS WHERE A WOODEN STAKE IS UNABLE TO BE SECURED TO THE GROUND (E.G. A CONCRETE PARKWAY), USE A 5-GALLON BUCKET FILLED HALFWAY WITH GRAVEL, CEMENT, OR SAND.

Santa Monica City of
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

DRAWING NO.	SM19	DATE	July 16, 2019
SUBMITTED BY:	<i>Johnnie Calvo</i>	APPROVED BY:	<i>Zach Pollard</i>
		ZACH POLLARD, P.E. - ACTING CITY ENGINEER	
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