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.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Examples of language</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day, 24 hours</td>
<td>TUESDAY 9/20/11 24 HOURS</td>
<td>• For dumpsters and moving containers – fixed, not moved during the permitted time.</td>
</tr>
<tr>
<td>Multiple days, 24 hours</td>
<td>MON thru FRI 9/19/11 thru 9/23/11 24 HOURS</td>
<td>• For construction vehicles and equipment – moved at the end of the day. Not for working or parking on weekends.</td>
</tr>
<tr>
<td>1 day, specific times</td>
<td>TUESDAY 9/20/11 8 AM – 6 PM</td>
<td>• Construction work is permitted on Saturday between 9 AM and 5 PM only.</td>
</tr>
<tr>
<td>Multiple days, specific time</td>
<td>MON thru FRI 9/19/11 thru 9/23/11 8 AM – 6 PM</td>
<td></td>
</tr>
<tr>
<td>Multiple days, multiple times</td>
<td>MON thru FRI 9/19/11 thru 9/23/11 8 AM – 6 PM SAT 9/24/110AM – 2PM</td>
<td></td>
</tr>
</tbody>
</table>

- 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)
• Civil Engineering 310.458.8737 • Strategic & Transportation Planning 310.458.8291 • Transportation Engineering & Management 310.458.8291
### Approved Fasteners

<table>
<thead>
<tr>
<th>WHERE TO POST</th>
<th>PLACEMENT &amp; HEIGHT</th>
<th>APPROVED FASTENERS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TREES</td>
<td>CLEAR TAPE</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>WOODEN POLE OR WOODEN SIGN POST</td>
<td>NAILS TAPE STAPLES</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>WOODEN STAKE</td>
<td>TIME MUST BE MINIMUM 1.5&quot;X 2&quot; (ONE AND ONE HALF INCH BY ONE HUNDRED SIXTY-SIX INCHES)</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>METAL SIGN POST, METAL LIGHT POLE, CONCRETE LIGHT POLE</td>
<td>TIME MUST BE MINIMUM 1.5&quot;X 2&quot; (ONE AND ONE HALF INCH BY ONE HUNDRED SIXTY-SIX INCHES)</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>METER POLE</td>
<td>TIME MUST BE MINIMUM 1.5&quot;X 2&quot; (ONE AND ONE HALF INCH BY ONE HUNDRED SIXTY-SIX INCHES)</td>
<td>X</td>
</tr>
</tbody>
</table>

### Requirements for Temporary No Parking Signs

**TOW AWAY NO PARKING**

- **SIGN ISSUED BY:** CIVIL ENGINEERING & TRANSPORTATION MANAGEMENT
- **TEMPORARY**

**NO PARKING**

- **SIGN ISSUED BY:** CIVIL ENGINEERING
- **PERIOD:**
  - **BEGIN:** 6:00 AM - 7:00 AM
  - **END:** 5:00 PM

**DATE:**

- **BEGIN:** 1/4/04
- **END:** 1/17/04

**PROJECT:** SIDEWALK & DRIVEWAY REPLACEMENT

**CONTACT:** (310) 458-6300

**SM18**

**1 of 1**