**Self-Verification of Temporary No Parking Zone**

**Completing the Self-Verification of Temporary No Parking Zone Form**

<table>
<thead>
<tr>
<th>Select the reason for the Temporary No Parking Zone</th>
<th>Identify the location of the Temporary No Park Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Image" alt="Select a reason for the temporary no parking zone." /></td>
<td><img src="" alt="Enter the street address for the project in the Project Address field." /></td>
</tr>
<tr>
<td><img src="Image" alt="If you select Street Use Permitted Work, enter the permit numbers in the SDOT Permit(#s) field." /></td>
<td><img src="Image" alt="Select an area of town." /></td>
</tr>
<tr>
<td><img src="Image" alt="If you select Other, enter a description in the Other field." /></td>
<td><img src="Image" alt="Select the side of the street on which the no park easels will be located." /></td>
</tr>
<tr>
<td><img src="Image" alt="Enter the street name." /></td>
<td><img src="Image" alt="Enter the number of signs that were installed." /></td>
</tr>
<tr>
<td><img src="Image" alt="If the temporary no parking zone covers multiple blocks, select the side of the street, the block number, and enter the name of the street." /></td>
<td><img src="Image" alt="Enter the date the signs were installed." /></td>
</tr>
<tr>
<td><img src="Image" alt="Select the block number." /></td>
<td><img src="Image" alt="Select the time that the installation was completed." /></td>
</tr>
<tr>
<td><img src="Image" alt="Enter the number of signs that were installed." /></td>
<td><img src="Image" alt="Signs must be placed at least 72 hours in advance of effective date." /></td>
</tr>
</tbody>
</table>
## Self-Verification of Temporary No Parking Zone

### Enter the effective dates and times for the parking restriction.

- Enter the date that the parking restriction starts.
- Enter the date that the parking restriction ends.
- Select the time of day that the parking restriction starts.
- Select the time of day that the parking restriction ends.
- If the parking restriction includes Saturday, select Yes.
- If the parking restriction includes Sunday, select Yes.

### Indicate whether or not parking is allowed on Saturday and Sunday.

- Enter the date that the parking restriction starts.
- Enter the date that the parking restriction ends.

### Identify the company and person who performed the verification.

- Enter the name of the company responsible for installing the no park easels.
- Enter the first and last name of the company contact.
- Enter the contact’s address, phone number, and email address.

### Enter the contact phone number that is posted on the signs.

- Enter the contact phone number that is posted on the signs.

### Certify that the signs were properly installed and sufficient notification was provided.

- Click the certification check box.

---

Page 2 of 4
Self-Verification of Temporary No Parking Zone

Submit the form

- Click Submit

If you have entered all of the required information, you receive a confirmation message and your self-verification form is assigned a confirmation number. A sample confirmation message is shown below.

Thank you! Your confirmation number is 71. Please print this page for your records. Please affix one copy of the second page to each of your signs.

Print the completed form

- Click Print This Page

Your self-verification form is printed. Please keep a copy for your records.

Print the Public Notice

- Click Print Public Notice

This Public Notice of Temporary No Parking Verification displays useful information about the parking restriction including the effective dates and times and whether or not parking is allowed on Saturdays and Sundays.

Enter a new request

- Click Enter New Request

A blank self-verification form is displayed.

All of the information you entered for the Party Responsible for Self-Verification on the previous form is retained so that you don’t have to enter it again.

Printing Tips
If you are experiencing problems printing either your submittal or the public notice page, please check the following:

Java Script Disabled – If you have disabled Java Script, please use your browser’s file/print option.

Firefox Internet Browser on a PC - Check the print scale to ensure that it is set to 100%.

Safari Internet Browser on a MAC –
- If you are using a MAC computer with a Safari Internet browser, you may experience problems printing the Public Notice Page. If you are able to use an alternate computer or browser, please do so. If you use the browser's 'Print' button instead of the form 'Print' button, the output is scaled to full page. If you use the 'Print' button on the form the 'No Park' posting is small.
Self-Verification of Temporary No Parking Zone

Firefox Internet Browser on a MAC - Check the print scale to ensure that it is set to 100%.

If the form prints out on 3 pages and the 3\textsuperscript{rd} page is just the heading, you can decrease the top and bottom margins using Print\textbackslash Page Setup.

If you are still have problems printing, please contact the Traffic Permits Counter at 206-684-5086.