



## TEMPORARY NO PARKING SIGNS AND EASELS

*Last Revised 12/5/17*

Temporary No Parking Zones are established to restrict on-street parking and provide curb space for purposes such as construction activity (that may require a Street Use permit), moving vans, or to clear a street for special events like a parade. The restricted area is not intended to be used for parking of personal vehicles and is regulated by the Seattle Department of Transportation. Any valid on-street parking space, whether paid or unpaid, may be considered for use as a Temporary No Parking Zone.

In areas without parking pay stations or parking meters, establishing a Temporary No Parking Zone requires placement of type T-39 or T-38 easels, and completion of a confirming online validation form. Information about Temporary No Parking Zones, with a link to the online application and a photo example of how to place a confirming public notice on an easel can be found here: [www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits](http://www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits). The Seattle Traffic Control Manual for In-Street Work describes how to place the signs in the right of way and can be found here: [www.seattle.gov/transportation/document-library/manuals/traffic-control-manual](http://www.seattle.gov/transportation/document-library/manuals/traffic-control-manual).

Temporary no parking signs and easels will not be considered valid if they do not clearly indicate a contact name and telephone number, if they do not clearly indicate start and stop dates and times, and if there is not a copy of the confirming public notice placed on at least two signs per block.

The contact name and number is the responsible party for the sign placement. This name and number are in addition to the existing phone number on T-38's and T-39's for towing purposes (206-684-5444).

The Online No Park Verification Form replaces the prior hard-copy form that had to be printed out and faxed to the Seattle Police Department's Parking Enforcement Unit. The Online No Park Verification Form shall be submitted after setting the Temporary No Parking signs, at least 24 hours and preferably 72 hours prior to the beginning of the desired restriction and enforcement. This gives those who may have previously been legally parked in the zone ample opportunity to move their vehicles prior to the start date for the zone. A copy of the confirming public notice shall be affixed to at least two signs per block, in such fashion as to not obscure the sign face and with protection from weather. One associated permit number should be indicated on the form.

Any parking restrictions desired in pay to park areas (meters or pay station controlled) require contact with SDOT's Traffic Permits Counter at 684-5086. Generally, the SDOT Parking Shop will restrict the parking in these areas, rather than the permittee. No Parking signs may be used if the restrictions occur outside the paid parking hours; however, the spaces must still be reserved through the Traffic Permits Counter, and the temporary no parking zone online verification procedure must still be followed.

Signs placed in a manner that do not conform to these guidelines will not be enforced by the Seattle Police Department's Parking Enforcement Unit and may be removed by the City of Seattle.

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**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

**SIGN EXAMPLES**



T-38



T-39

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**Access to Information**

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://www.seattle.gov/transportation/document-library/client-assistance-memos). Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.