

## **CURB USE/NO PARKING FOR SPECIAL EVENTS**

Does your event involve no-parking curb spaces? There are some things you should know!

- The Seattle Department of Transportation (SDOT) will approve a traffic control plan (TCP) for your event.
    - o This TCP will make note of any required signage needs for your event.
    - o It is your responsibility to follow your event’s TCP. It is also your responsibility to distribute your event’s TCP to your traffic control device/signage provider.
  - You are responsible for procuring the signage required for your event; the City does not provide no-parking or street closure signage. Please visit our website for information on [traffic control devices](#).
  - All no-parking/curb use signage must have Public Notice attached and effective dates marked on the sign in order to be enforceable. It is the event organizer’s responsibility to verify signage is placed and marked correctly and the signs have the public notices attached.
    - o Sometimes your traffic control device/signage provider will verify signage on your behalf – please be sure to liaise with your provider directly if you would like to request this service from them.
    - o **For those of you who verify your own no-parking signage, please follow the detailed directions below (for verification of curb use in a City of Seattle Park please complete Step 1, then move to Step 4):**
1. Log in to the Seattle Services Portal at <https://services.seattle.gov/>
    - a. Prior to your first use of the system you will need to create an account. Here is a link to a help article that can assist you with creating your account: <https://seattlegov.zendesk.com/hc/en-us/categories/115000576628-Getting-Started>
      - i. Name/contact information should be your name and your email
      - ii. Organization Name should be your organization’s name
  2. To verify use of curb spaces in **PAID PARKING** areas follow these directions <https://seattlegov.zendesk.com/hc/en-us/articles/360039695714-How-Do-I-Apply-for-a-Temporary-No-Parking-Paid-Area-Permit> with some specific instructions as follows:
    - a. Step 10 special instructions
      - i. Under “Financially Responsible Party”, select “Select From Account” – your organization should auto-populate.
        1. *Please note, SDOT waives fees for curb use associated with Special Events as long as special instructions for Step 12 below are followed.*
      - ii. Skip “Alternate Mailing Contact”
    - b. Step 12 special instructions
      - i. “Reason” – select “Special Events”
      - ii. “Other Reason” – enter your Special Event Permit/Application number (e.g. “S24JA001”)
    - c. Step 14 special instructions
      - i. Each individual parking space that will be used/reserved must be entered individually (e.g., if you are reserving an entire block, each space on that block must be entered individually)
        1. For “No Parking Sign” box, select “Barricade” from the drop-down menu

2. “Start Time” and “End Time” dropdowns only have two options; select that which is closest to your needs for application purposes
  3. Requested Start Date & Requested End Date must match the start/end dates found on your Traffic Control Plan from SDOT
  4. Daily Start Time & Daily End Time must match the start/end times found on your Traffic Control Plan from SDOT
    - a. For start times that start on the half-hour please choose the start of the hour for your start time (e.g. for a start time of 9:30am please select 9am in the system)
    - b. For end times that end on the half-hour please choose the end of the hour for your start time (e.g. for an end time of 9:30pm please select 10pm in the system)
  - d. Step 17 special instructions – please be sure to follow all instructions for this step
    - i. For start times that start on the half-hour please choose the start of the hour for your start time (e.g. for a start time of 9:30am please select 9am in the system)
    - ii. For end times that end on the half-hour please choose the end of the hour for your start time (e.g. for an end time of 9:30pm please select 10pm in the system)
3. To verify use of curb spaces in **NON-PAID PARKING** areas follow these directions <https://seattlegov.zendesk.com/hc/en-us/articles/360037641374-How-Do-I-Apply-for-a-Temporary-No-Parking-Non-Paid-Area-Permit> with some specific instructions as follows:
- a. Step 12 special instructions (General Information section)
    - i. “Reason” – select “Special Events”
    - ii. “Other Reason” – enter your Special Event Permit/Application number (e.g. “S24JA001”)
    - iii. “Location” – enter description of the location of the curb spaces you’re reserving (e.g. “Broadway btwn E Pike St & E Pine St, east & west sides”)
  - b. Step 13 special instructions (Effective Dates)
    - i. Requested Start Date & Requested End Date must match the start/end dates found on your Traffic Control Plan from SDOT
    - ii. Daily Start Time & Daily End Time must match the start/end times found on your Traffic Control Plan from SDOT
      1. For start times that start on the half-hour please choose the start of the hour for your start time (e.g. for a start time of 9:30am please select 9am in the system)
      2. For end times that end on the half-hour please choose the end of the hour for your start time (e.g. for an end time of 9:30pm please select 10pm in the system)
  - c. Step 15 special instructions (Vehicle Information section) – skip this section – select “Continue Application”
  - d. Make note of your SDOT Curb Use Verification Number on the confirmation page generated at the end of the process (e.g. “SDOT-TNPN-00-12345”)
4. To verify use of curb spaces in a **CITY OF SEATTLE PARK** or your special event, utilize the NON-PAID PARKING areas procedure following these directions <https://seattlegov.zendesk.com/hc/en-us/articles/360037641374-How-Do-I-Apply-for-a-Temporary-No-Parking-Non-Paid-Area-Permit> with some specific instructions as follows:
- a. Step 8 special instructions (Nearest Address) - please enter the Park’s address
  - b. Step 12 special instructions (General Information section)

- i. "Reason" – select "Special Events"
    - ii. "Other Reason" – enter your Special Event Permit/Application number (e.g. "S24JA001")
    - iii. "Location" – enter description of the location of the curbs spaces you're reserving (e.g. "Volunteer Park Rd between Conservatory and Volunteer Park parking lot, east & west sides")
  - c. Step 13 special instructions (Effective Dates)
    - i. Requested Start Date/Time & Requested End Date/Time must match the start/end dates approved for use by Parks Department
      1. For start times that start on the half-hour please choose the start of the hour for your start time (e.g. for a start time of 9:30am please select 9am in the system)
      2. For end times that end on the half-hour please choose the end of the hour for your start time (e.g. for an end time of 9:30pm please select 10pm in the system)
  - d. Step 15 special instructions (Vehicle Information section) – skip this section – select "Continue Application"
  - e. Make note of your SDOT Curbside Use Verification Number on the confirmation page generated at the end of the process (e.g. "SDOT-TNPN-00-12345")
5. You will receive an email confirming your application has been received online
6. To download your PDF no-parking verification forms, after you have submitted your reservations and once SDOT has approved your application, navigate to <https://cosaccela.seattle.gov/Portal/Welcome.aspx> and select "My Records" from the top left menu.
  - a. Navigate to your record number for the reservation you made and select "Attachments" from the "Record Info" menu.
  - b. Click on the Public Notice PDF to download the PDF.
  - c. Print the PDF public notice - this public notice must be posted on at minimum two signs per reserved block.

***Parking Enforcement***

Should you need vehicles ticketed and/or towed on-site, please call SPD Parking Enforcement at 206-625-5011 or 206-386-9012. Be prepared to reference the Record # associated with the curbside use reservation ("TNP 00-#####").