



City of West Sacramento
Parking Services Division
Posting Guidelines for Parking Space Reservations

Posting “Tow Away No Parking” Signs/Barricades once Permit is Approved

Once you are approved to reserve on-street parking spaces, you must post your own signs by following the instructions provided herein or contract with one of the following local companies to perform posting services.

The following are local vendors for traffic control and posting equipment. The City of West Sacramento does not assume responsibility for the accuracy of the information provided:

Capitol Barricade Safety and Signs

Address: 6001 Elvas Avenue, Sacramento, CA 95819
Phone: (916) 451-5176

Statewide Safety and Signs

Address: 7920 Cucamonga Avenue, Sacramento, CA 95826
Phone: (916) 452-4855

Road Tech Safety Services Incorporated

Address: 9110 Union Park Way, Suite 100, Elk Grove, CA 95624
Phone: (866) 762-3832 or (916) 714-1466

National Trench Safety

Address: 8585 Thys Court, Sacramento, CA 95828
Phone: (916) 387-9733

Verify the Temporary No Parking Zone has been Established Properly.

The permit holder must verify that the “No-Parking” postings are in place and properly marked at least 72 hours in advance of the event start date, including set-up. It is highly recommended that you verify that all No Parking signs remain placed in their correct location(s) every 24 hours from the time of initial placement of the signage, and a minimum of twelve hours prior to your event start time. The 72 hour notice requirement gives those who may have previously been legally parked in the event parking zone ample opportunity to move their vehicles prior to the event start date. The times and dates of the temporary no parking zone must be clearly posted on the signs.

Failure to comply with these requirements will result in the temporary no parking zone being unenforceable. **To verify the posting has been completed accurately, photographic evidence must be submitted to LarryL@cityofwestsacramento.org 72 hours prior to the event start date. Please attach your special event application in the email.** The City of West Sacramento maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with construction activity, special events or for events that take place on a weekly basis.

If a temporary no parking zone has been verified, and on the start date of the reservation there are vehicles parked in the reserved spaces, you may contact the City of West Sacramento Police Department at (916) 617-4930 and request that Parking Enforcement be dispatched to your location. For after-hours response, call the Police Department's non-emergency line at (916) 372-3375.

If Parking Enforcement verifies that a vehicle is parked in violation of the posted sign, a citation will be issued and the vehicle may be towed. Please note that you may be asked to provide evidence that “Tow Away No Parking” signs were posted 72 hours prior to the reservation effective date. If signs were not posted 72 hours in advance, vehicles parked in the reserved spaces cannot be towed as sufficient notice was not made to prohibit parking.

POSTING GUIDELINES

- Standard red and white “Tow Away No Parking” signs should be a minimum of 12”Wx18”H.
- A single sign must be posted every 44 feet. Where visual obstructions are present, more signs may be necessary.
- Signs must be secured to A-frame barricades or delineators.
- Signs must face oncoming traffic.

- Signs must include the West Sacramento Police Department’s current non-emergency phone number for towed vehicles.
- It is the applicant’s responsibility to ensure signs are removed within 24 hours of the event’s conclusion.
- Missing, collapsed, improperly placed or damaged signs may prevent the temporary no parking zone from being enforced.
- Barricades cannot block access to the sidewalk or the parking lane unless where necessary.

POSTING GUIDELINES – EXAMPLE

