

CITY OF GLENDALE
INSTALLATION OF “TEMPORARY NO PARKING” SIGN GUIDELINES

1. Use of “Temporary No Parking” signs must be approved by the City of Glendale – Engineering Division, 633 E. Broadway, Room 205. Signs shall not be duplicated or reproduced except with the authorization of the City of Glendale Public Works Division. If duplicated, the signs should have its original color, size (11in x 17in), and paper thickness (90lbs index cover or 110lbs card stock).
2. It is the responsibility of the applicant to clearly mark all “Temporary No Parking” signs in **Black or Blue Ink or marker** (1/4” min. thickness) with all information regarding applicable dates, times, exact physical address or block number where parking will be prohibited, the “Reason” for the posting, the “Issuing Agency” information as well as the posting date and time on each sign at the time of posting.
3. Spacing for the “Temporary No Parking” signs shall be approximately thirty five (35) feet apart. In areas with parking meters, each applicable meter post shall have a separate sign. These signs shall be attached to the parking meter pole only. Posting signs on the meter heads is not permitted.
4. The “Temporary No Parking” signs shall be affixed to posts, street light poles, trees, delineators, or barricades. **These signs shall be posted no less than three (3) feet high and no more than five and a half (5.5) feet high**, which allows the driver of a standard size automobile to clearly observe the signs. Only plastic band, string, rope, zip ties, or other similar type of fastener shall be used. The use of nails, tape, glue, staples and other adhesives is prohibited. The “Temporary No Parking” signs must be posted so that the sign is flat and legible.
5. In areas where there are no poles, light standards or trees, “Temporary No Parking” signs shall be displayed by securing the signs on barricades or delineators to be provided by the Applicant/Contractor installing the signs. Signs must be placed within 3’ behind the curb or roadway.
6. All posting of “Temporary No Parking” signs shall be completed 30 hours prior to the start time indicated on the “Temporary No Parking” signs. **Upon completion of the posting of the signs, the Applicant/Contractor MUST notify the Glendale Police Traffic Bureau at (818) 548-3131 in order to verify the correct posting of the signs. Police verification shall occur Monday through Friday from 8:00 am to 3:00 pm.** No Police verification is available on Saturdays, Sundays, or City holidays.
7. Police enforcement of the “Temporary No Parking” signs shall occur no sooner than 24 hours after the approval of the posted signs by the Glendale Police Traffic Bureau.
8. “Temporary No Parking” signs shall only be valid for a period of seven (7) consecutive days. Additional days will require the posting of new signs, verification, and approval by the Glendale Police Traffic Bureau.
9. Any “Temporary No Parking” sign used for construction purposes shall only be posted for the hours from Monday-Friday 7:00 am to 7:00 pm as defined in Section 8.36.080 Glendale Municipal Code. Any deviation in work hours must be approved in writing by the Director of Public Works prior to posting.
10. The Applicant/Contractor shall be responsible for assuring that the signs remain posted and are legible. In addition, it is the Applicant/Contractor’s responsibility to remove all signs and posting materials immediately after the expiration of the posted time.
11. “Temporary No Parking” signs may not be moved from their original location, nor be re-used by eliminating, adding to, or altering any of the dates, times, reasons, or other information originally entered on the signs. **If corrections need to be made to signs, new signs need to be used to rewrite all required information; do not re-use previous signs.** Any changes made to these signs will void all enforcement for the area posted.
12. The City of Glendale reserves the right to require removal or to remove any posted “Temporary No Parking” signs without notice.
13. A completed sample of a “Temporary No Parking” sign is attached for guidance.