



Special Event Guidelines

No Parking Signage and Towing

No Parking Signage

No Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time. Verification methods include the use of date/time stamped photographs and video recordings. The City of San Diego maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with an event or for events that take place on a weekly basis such as Farmer/Art markets.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than 24 hours after the conclusion of all event activities.

In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

Tow Authorization

Only a representative of the San Diego Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the San Diego Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.



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Vehicles in Venue

If a vehicle is part of your event plans, the Fire Marshal will require the keys to be removed from the vehicle and held by a responsible third party until the conclusion of your event. The presence of parked cars or static car displays within your venue must be indicated on your site map and noted in your permit application.

No Parking Signage Posting Requirements

- No Parking signs **must be posted 72 hours** prior to your event start time.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from time of initial placement of the signage **and** a minimum of twelve (12) hours prior to your event set-up start time is required. The documentation must be kept on file and provided to city representatives upon request.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, green and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20').
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily **and** a minimum of twelve (12) hours prior to your event set-up start time.

No Parking Signage Technical Specifications

- No Parking signs must be an "A" frame type structure (SDMC 86.07). An "A" frame may be constructed of plastic, wood or metal.
- No Parking signs must be a minimum of 13" x 16". The printed area of the sign must be a minimum of 12" x 15".



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- No Parking Tow-Away message on each sign should meet the following requirements:
 - White background.
 - Preprinted message stating at minimum
 - ✓ Tow Away
 - ✓ No Parking
 - ✓ Special Event
 - A temporary sign securely attached to the “A” frame structure must use easily readable lettering and must include:
 - ✓ Tow-Away Times (e.g. 6 AM – 2 PM)
 - ✓ Day/Date
 - ✓ Event Name/Telephone Number
 - ✓ SDPD/619.531-2844
- The temporary No Parking message shall not be pasted over other signage.

ACCEPTABLE NO PARKING SIGNAGE



NOT ACCEPTABLE NO PARKING SIGNAGE

