



Public Works Department

## “NO STOPPING – TOW AWAY” SIGNAGE POSTING REQUIREMENTS

*The following requirements for the placement of “No Stopping – Tow Away” signs in the City of Campbell right-of-way must be followed completely to be enforceable by the City of Campbell Police Department.*

1. Obtaining the Posters
  - a. The “No Stopping – Tow Away” posters can be purchased at the Public Works counter at City Hall. An encroachment permit may be required and issued prior to the placement of these posters at the approved locations.
2. Marking the Posters
  - a. Only authorized non-City staff may fill out these posters, conforming to the guidelines contained within.
  - b. The “Date” and “Time” shall be filled out with black marking pen. The letters and numbers shall be one inch in height. No erasures or mark-outs are permitted on the posters. If mistakes are made or changes occur, the poster shall be destroyed and a new one shall replace it.
3. Posting the Signs
  - a. “No Stopping – Tow Away” posters shall be posted a minimum of 72 hours in advance of encroaching activities. **Posting less than 72 hours prior to activities or not conforming to the guidelines contained within will make unavailable the Police enforcement of the tow-away provisions of the signs.**
  - b. Place posters at a regular spacing, not to exceed 60 feet apart. The poster shall be placed so it may be seen by drivers of vehicles as they are approaching the parking space from the normal approach direction.
  - c. The posters must be affixed to a standard barricade or other device that will conform to the above location. Affixing these posters to City street trees or street lights is not permitted.
  - d. Update the “Posted” block at the bottom of each sign with the date and time the sign was actually posted in the field.
4. Notification
  - a. The Campbell Police Department shall be notified that the “No Stopping – Tow Away” signs have been posted. Please notify the Police Department at (408) 866-2101 (Press “1” to reach non-emergency) to confirm posting of signs at least 72 hours in advance. **Failure to notify the Police Department at the beginning of the 72 hour waiting period will make unavailable the Police enforcement of the tow-away provisions of the signs.**
  - b. The Public Works Inspector shall be notified that the signs have been placed and that the Police Department has been notified. Time permitting, the Public Works Inspector will field check the placement of the signs upon being notified.