



PARKING REQUEST FORM

OFFICE USE ONLY
FILE # _____

PLEASE COMPLETE ALL SECTIONS

APPLICANT INFORMATION

COMPANY NAME _____

CONTACT NAME _____ EMAIL _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ ALTERNATIVE PHONE _____

SITE CONTACT _____ SITE PHONE _____

PARKING INFORMATION

PARKING LOCATION DESCRIPTION _____

(include streets, cross streets, sides of streets; e.g. 5th Street both sides from A to B Streets or X Street south side from 2nd to 3rd Streets)

TYPE OF REQUEST: CONSTRUCTION SPECIAL EVENT OTHER _____

START DATE _____ END DATE _____
(MM/DD/YYYY) (MM/DD/YYYY)

DAILY USE START TIME _____ DAILY USE END TIME _____
(e.g. 7:00 AM) (e.g. 4:00 PM)

DAYS OF WEEK NEEDED: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

FORM SUBMISSION

MAIL OR DROP OFF

CITY OF WEST SACRAMENTO PARKING DIVISION
 ATTN: LARRY LEE
 1110 WEST CAPITOL AVENUE
 WEST SACRAMENTO, CA 95691

EMAIL

LARRYL@CITYOFWESTSACRAMENTO.ORG

INCOMPLETE OR INSUFFICIENT INFORMATION ON THIS FORM MAY RESULT IN DELAY OR DENIAL OF YOUR REQUEST. PLEASE ENSURE ALL INFORMATION ABOVE IS TRUE AND CORRECT. FOR QUESTIONS, YOU MAY CALL (916) 617-4581.

APPLICANT SIGNATURE

DATE

1. After Your Request is Approved

Once a Parking Space Request Form is **approved**, applicants can either post their own signs or hire a contractor for sign posting per these guidelines. Below is a list of local traffic control and posting vendors. Note: This list is not exhaustive, and the City of West Sacramento neither guarantees the accuracy of this information nor endorses any listed companies.

Capitol Barricade
6001 Elvas Avenue, Sacramento, CA
95819 (916) 451-5176

Road Tech Safety Services Incorporated
4151 S. Shingle Rd St #1, Shingle Springs,
CA 95682 (530) 672-0222

National Trench Safety
2924 47th Avenue, Sacramento, CA 95824
(916) 421-1638

Statewide Safety and Signs
7920 Cucamonga Ave, Sacramento, CA
(916) 452-4855

2. Sign Requirements

- Standard red and white “Tow Away No Parking” signs should be a minimum 12” x 18”
- Signs shall clearly state the no parking date(s) and times
- A single sign shall be posted at minimum every 44 feet. Where visual obstructions are present, more signs may be necessary.
- Signs shall be secured to A-frame barricades.
- Signs shall face on-coming traffic.

- Signs shall include the West Sacramento Police Department’s non-emergency phone number.
- It is the applicant’s responsibility to ensure signs/barricades are removed within 24 hours of the event’s conclusion.
- Missing, collapsed, improperly placed or damaged signs/barricades may prevent enforcement of the no parking zone.
- Barricades cannot block access to the sidewalk, parking lane, driveway, or roadway unless where necessary.

3. Example Sign





City of West Sacramento

Posting Guidelines for Parking Closures/Reservations

4. Verification

The applicant must ensure that no parking signs are set up at least 72 hours before the start of the no parking period. This advance notice is crucial for informing the public and allowing time for drivers to move their vehicles.

It's highly recommended that you check the no parking signs/barricades every 24 hours and again right before the no parking period begins to ensure they are in good condition.

If these steps are not followed, the no parking zone may not be enforceable.

For verification purposes, please send a photo showing the postings in place to **LarryL@cityofwestsacramento.org** at least 72 hours before your event starts, along with your Special Event application.

If there are vehicles parked in the no parking spaces during the no parking period, you can call the West Sacramento Police Department at (916) 372-3375 to request enforcement. You may need to prove that your signs were posted 72 hours in advance. Without this proof, the no parking may not be enforceable.