



GUIDELINE FOR TEMPORARY NO PARKING RESTRICTIONS FOR CONSTRUCTION OR SPECIAL EVENTS

MADISON POLICE DEPARTMENT ENFORCEMENT OF TEMPORARY NO PARKING POSTINGS IS CONDITIONAL ON THE FOLLOWING:

1. **The Madison Police Department must approve your posting prior to any enforcement action being taken.**
 - After you have posted the signs, call the Traffic Bureau (Mon-Fri) at 266-4622 before 1pm to have the posting checked (if you do not call before 1pm the posting may not be checked until the following workday).
 - Postings are not checked on weekends or holidays.
 - **No enforcement action will be taken until 48 hours after your posting has been checked and approved by our staff.**

2. **Signs need to be placed a minimum of every 50 feet.**
 - Signs must be approximately **3-4 feet** off the ground (eye level).
 - Signs must be **perpendicular to the curb and facing traffic.**
 - Signs should be placed 3 feet back from the curb on most terraces (if the terrace is 4 feet wide or less, please put the signs at the center of the terrace).
 - Signs **must not** be obstructed by trees, bushes, poles, etc.
 - Make sure signs are securely fastened to the device you are using to support the sign and that the device is also secure in or on the ground
 - Signs posted on sawhorses may get tipped making your posting invalid.

3. **Two-hour and one-hour signs within a posted area must be covered with your "No Parking" restrictions.**
 - The metal 2 hr signs must be completely covered.
 - Do not use tape to attach the cardboard signs to the metal 2 hr signs
 - A trash bag may be used to cover the 2 hr signs before attaching your no parking signs to it.

4. **While your temporary postings are in effect, you must continually recheck the signs to assure that they are maintained in their original condition.**
 - This is important because vehicles will be ticketed and/or towed based on condition of your posting.
 - You may have to go to court with the parking enforcement officer to testify that the posting was maintained and valid during the entire posting period.

5. **After your project is completed, you are required to remove your temporary posting and return the streets to their original conditions.**

CONTACT DISPATCH @ 266-4275 FOR ENFORCEMENT OF YOUR POSTING

EDUCATE FIRST-REGULATE WHEN NECESSARY