

# Posting Temporary Parking Restrictions

## Instructions

**Partial Block Postings:** Signs every 30 to 40 feet, which is approximately 2 to 3 car lengths.

Signs **MUST** be inspected 48 hours, or more, in advance of date(s) of use by Parking Enforcement to become valid.

After posting:

- Mon - Fri , 8 am - 4 pm, call (608) 266 - 4622
- Mon - Fri, after hours, 4 pm - 8 pm, call (608) 266 - 4275
- Saturday, 8 am - 8 pm, call (608) 266 - 4275

**Full Block Postings:** Signs every 40 to 50 feet, which is approximately 3 to 4 car lengths.

Signs **MUST** be inspected during office hours, 48 hours or more, in advance of date(s) of use to become valid.

After posting:

- Mon - Fri, 8am - 4pm, call (608) 266 - 4622

**For Approval, ALL signs MUST follow these guidelines:**

- 3 to 4 feet off the ground - allowing for visibility to vehicles
- presented on a sturdy stake, lathe or approved sign pole (cannot be attached to trees or electrical poles)
- facing on-coming traffic
- perpendicular to the street

## Not Approvable:

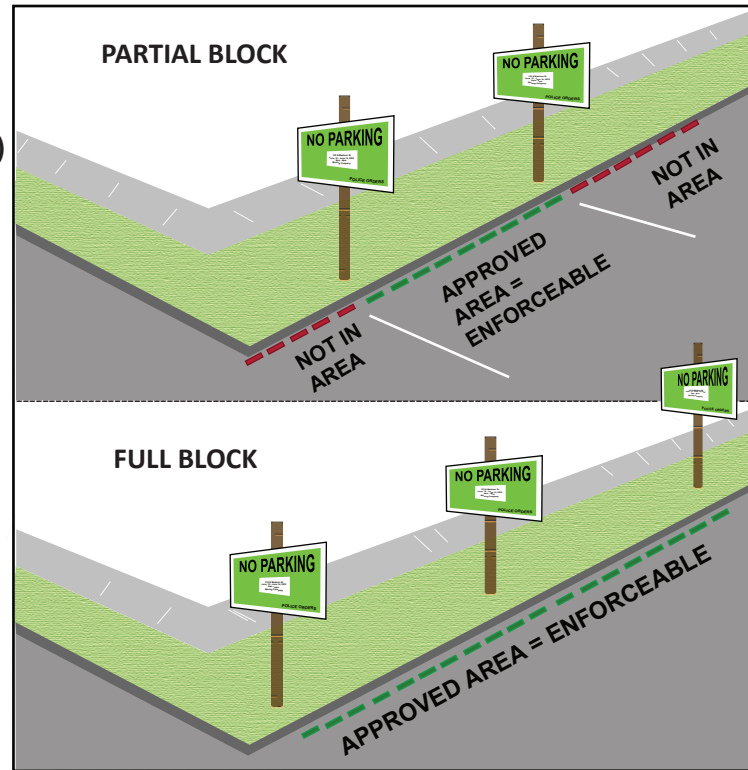
Buckets with sand, flexible posts (ex. garden stakes, hangers, garage sale signs), & moveable items like A-frames.

## Things to Remember

- Original sign requests, and any changes (dates, times, locations, etc.), must be made through the Parking Division, and the signs will need to be (re)checked.
- It is your responsibility to call Parking Enforcement for checks and approvals of your signs.
- Signs must be securely fashioned to the stake & secured in the ground.
- Do not use tape to adhere signs to pole, use zip-ties.
- Do not post in a space where Temporary Postings already appear. Find a new space in that area.
- It is your responsibility to check on, and maintain, your sign postings. If they are damaged, fall, or need to be replaced, they will need to be re-checked by Parking Enforcement.
- You are responsible for removing the signs after the posting expires, or use is no longer needed. Signs left out past their date/times are subject to fees.

## Who to Call for Enforcement

If a vehicle is parked in your approved posted area, contact dispatch at (608) 266 - 4275.



**City of Madison Parking Division**  
215 Martin Luther King Jr Blvd, Suite 109  
Office Hours: 8:00 am - 4:30 pm  
Phone: (608) 266 - 4761  
parking@cityofmadison.com



www.cityofmadison.com/parking

**Parking Enforcement**  
Office Hours: 8:00 am - 4:00 pm  
Phone: (608) 266 - 4622  
Dispatch: (608) 266 - 4275  
ParkingEnforcement@cityofmadison.com