

Guidelines for “No Parking” Signage and Towing During Special Events

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 set-up start time. Verification methods include the use of date/time stamped photographs and video recordings. The City of Capitola maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with an event.

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 2 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 Capitola Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Capitola 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.

Requesting Parking spots

If you are requesting parking spots for your event, be advised that parking rates vary by parking location. Parking in the Village is \$2.00 per hour per spot. Parking in the Beach and Village Lots is \$1.00 per hour per spot. The City of Capitola does not charge for parking after 8:00 PM. Include parking requests with your application packet when submitted.

No Parking Signage Posting Requirements

- No Parking signage posting is the responsibility of the event organizer.
- No Parking signs **must be posted seventy-two (72) hours** prior to your event start time.
- 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 set-up start time. Verification 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 signs can be provided by CPD (paid for at the appropriate rates by applicant). Delineators can also be provided for event use. Include sign and delineator needs with your application packet when submitted.

Sign Posting Assistance

If you wish to have CPD staff assist with posting necessary signage, you must include your request with your application packet when submitted. The fee for this service is based on direct personnel cost, an email with the estimated cost for staff time will be sent once your application is reviewed.

No Parking Signage Technical Specifications

- No Parking sign must be a “delineator” type structure.
- No Parking sign must be a minimum of 10” x 14” and a maximum of 11” x 17”. The printed area of the sign must be a minimum of 8.5” x 13” and a maximum of 9” x 16”.
- No Parking Tow-Away message on each sign should meet the following requirements:
 - White background.
 - Preprinted message stating:
 - 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. 6:00 AM - 2:00 PM)
 - Day/Date (e.g. Friday, September 29, 2023)
 - Event Name
 - Agency and Telephone Number (e.g. CPD 831-475-1141)
 - The temporary No Parking message shall not be pasted over other signage.

ACCEPTABLE NO PARKING SIGNAGE



NOT ACCEPTABLE NO PARKING SIGNAGE

