



## **Instructions for Posting Temporary No Parking Signs**

Filming production companies may post temporary No Parking Signs only upon prior approval by the City's Film Office (805-583-6842). The maximum duration for temporary No Parking signs is seven calendar days.

### **Where do I get the signs?**

Obtain official signs at the City's Customer Services counter, located in City Hall (2929 Tapo Canyon Road, Simi Valley). Signs cost 50¢ each. Only official City signs may be used to post temporary No Parking signs.

### **What do I write on the signs?**

Write the date(s) the No Parking signs will be in effect, using a black permanent marker, writing large enough so the sign will be legible from the curb.

### **How long do I need to post the signs?**

Post the signs at least 72 hours before the signs take effect. Take down the signs immediately after the parking prohibitions expire. If filming is completed sooner, the signs may be taken down early.

### **Where do I put the signs?**

In residential areas, post one sign for every address on the side of the street where the temporary parking prohibition is in effect. In commercial/industrial areas, post signs at 50-foot intervals.

### **How do I install the signs?**

Staple the signs to four-foot high 1x4 wood stakes, and hammer them into the parkway. If no parkway exists on the street, then install the stakes within six inches of the sidewalk, taking care not to damage irrigation lines. If it is impossible to install a stake in the ground, a Type II barricade may be used instead.

### **What do I do if there are permanent No Parking signs on the street?**

Do not alter or cover permanent No Parking signs. If a conflict exists between signs, the City will cover permanent No Parking signs for you.

### **Will the City inspect the signs?**

Yes. The City will inspect the signage to ensure proper installation, location, and timing of the temporary No Parking signs.