



City of Palo Alto

Public Works Engineering
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“No Parking-Tow Away” Signage Posting Requirements

The following are some guidelines for the placement of “No Parking-Tow Away” signs in the City of Palo Alto right-of-way. These guidelines must be followed completely to be enforceable by the City of Palo Alto Police Department.

I. Obtaining the Posters

1. The issuance of these posters is by the Public Works-Engineering and/or the Transportation Divisions. A permit may be required and issued prior to the placement of these posters at the approved locations.

II. Marking the Posters

1. Generally, these posters will be filled out by City staff only. Only authorized non-City staff may fill out these posters, conforming to the guidelines contained within.
2. The “Date” and “Time” shall be filled out with black marking pen. The letters and numbers shall be one inch in height. The “Permittee” and “Date Posted” and Permit # (if applicable) lines shall have letters and numbers one-half inch in height. The writing shall be bold, block-style printed lettering.
3. No erasures or mark-outs are permitted on the posters. If mistakes are made or changes occur, the poster shall be destroyed and a new one replace it.

III. Posting the Signs

1. “No Parking-Tow Away” posters shall be posted a minimum of 72 hours in advance of encroaching activities. Posting less than 72 hours from activities or not conforming to the guidelines contained within will make unavailable the Police enforcement of the tow-away provisions of the signs.
2. The posters shall be posted at every marked or unmarked parking space taken out of service.
3. The bottom of the poster shall be placed at 48 inches above the road level. It must be placed so it may be seen by drivers of vehicles as they are approaching the parking space from the normal approach direction.
4. The posters must be affixed to a standard barricade or other device that will conform to the above location. Affixing these posters to City street trees is not permitted.