



Parking Encroachment Application for "Temporary No Parking"

POST "NO PARKING" SIGNS 24-72 HOURS BEFORE ENCROACHMENT

Remit the application at least two (2) weeks prior to the scheduled event. No fee for the application. Encroachment costs waived for Special Events, City-Sponsored Events, Government Events, Religious Events and Non-Profit Events during the weekdays and weekends. (Resolution 23978 dated 4/18/23)

APPLICANT INFORMATION

Name of Primary Contact: _____

Organization Name: _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

PARKING AREAS IMPACTED

Requesting Temporary No Parking in the following areas (list location, quantity of spaces, etc.)

- Garage _____
- Parking Lot _____
- On-Street Spaces _____

**Parking rates may apply and full payment is due prior to the event to validate encroachment request.*

Are ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps impacted? YES NO

Be advised that No Parking Zones, Disabled Parking, and Loading Zones may not be reserved.

PLANNED USE

Encroachment request is not to exceed 90 days.

Parking Encroachment Start

Date: _____ Day of Week: _____ Time: _____ AM PM

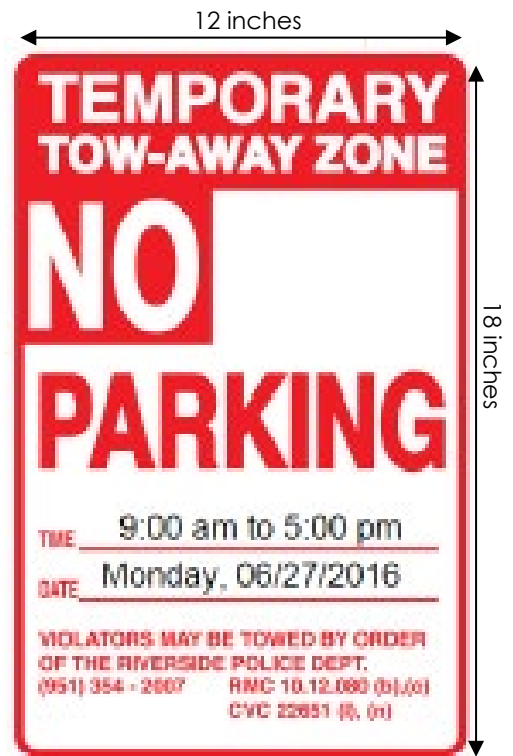
Parking Encroachment End

Date: _____ Day of Week: _____ Time: _____ AM PM

How do you plan to utilize the parking space(s)? Please provide specific details.

SIGNAGE RULES

- Temporary No Parking Signs must indicate the Date and Time of Restriction AND the RMC 10.12.080 (b), (c) and CVC 22651 (l), (n). The minimum sign dimensions must be met or the sign is invalid.
- Temporary No Parking Signs must be posted by the permittee a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect. Per California Vehicle Code Section 22651 (l) and (n).
- Temporary No Parking Signs SHALL NOT cover or obscure existing signs or parking meter heads.
- Temporary No Parking Signs must be unobstructed and clearly visible by drivers on the street or affected parking patrons. Post the Temporary No Parking Signs:
 - Facing oncoming traffic, directly below the existing signage, and at a 45-degree angle to the street
 - Fastened at both top and bottom
- All Temporary “No Parking Signs” must be removed by the permittee upon the expiration of the signs or at the end of the event, whichever comes first.



ACKNOWLEDGEMENT

The City of Riverside requires that all affected residents/businesses, both on and adjacent to a proposed parking have notification of any proposed parking encroachments. Signing this acknowledgement serves as confirmation that the applicant will post signage in accordance with the above Signage Rules.

I hereby declare under penalty of perjury that all information I have provided as part of this application is true to the best of my knowledge. I understand that if my application is approved, it will be on the condition that I will comply with all rules outlined above in addition to the laws, ordinances and regulations that are now, or may hereafter be in force by the United States, State of California, County of Riverside, and City of Riverside pertaining to parking encroachments.

Signature: _____

Printed Name: _____

Date: _____

Staff Use ONLY	
Date Processed	_____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Staff Initials	_____
Location:	_____

Parking Location Diagram

Please provide a map or diagram of the proposed encroachment area(s).

