

## Guide for Venues to Self-Post Temporary "No-Parking" Signs

This guide explains how designated music and entertainment venues can receive, print, and post Temporary Tow-Away No Stopping (TANS) signs themselves as part of a new SFMTA pilot program. By following these steps, you can reserve a parking zone near your venue for event purposes, like parking musician tour buses and loading equipment.

### Benefits for Venues:

- Lower Fees - cut permitting costs by about 30%. Expenses include:
  - Permit application fee: \$228 (FY25)
  - Meter fees, if on a metered block: \$18/meter/day (FY25)
  - Any additional costs incurred (printing and sign materials, associated staff costs)
- More Control - post and maintain signs yourself.

### Before You Get Started:

- Only enrolled venues are eligible for the pilot at this time.
- This pilot cannot be used for personal parking or street closures.

### Need Help?

- Contact [SelfPostPilot@sfmta.com](mailto:SelfPostPilot@sfmta.com) if you have an issue getting or posting your signs.
- Contact [TowZoneRequest@sfmta.com](mailto:TowZoneRequest@sfmta.com) if you have an issue exercising your tow-away rights. If towing is needed, call 415-695-2700.

## How it Works:

### 1. Establish an Account with the Temporary Signs Team

- If you are enrolled in the pilot, SFMTA IT will set up an account. If you have access issues, please contact [SelfPostPilot@sfmta.com](mailto:SelfPostPilot@sfmta.com).

### 2. Apply for a Permit (at least 2 weeks before your event):

- Request a restriction on a single block face only through the Temporary Sign portal: <https://sf-mta.my.site.com/vsp/s/login/>
- NOTE: there is a field marked "24 hours continuously or daily." *This is what it means:*
  - *Continuously* means parking will be restricted from the start date and time and will continue overnight to the end date and time. For example, for Friday, May 24<sup>th</sup> to Sunday, May 26<sup>th</sup> from 10am to 11pm, parking will be restricted starting Friday at 10am through Sunday at 11pm.
  - *Daily* means parking will be restricted on the date(s) identified only from the start time to the end time each day. For example, for Friday, May 24<sup>th</sup> to Sunday, May 26<sup>th</sup> from 10am to 11pm, parking will be restricted from 10am to 11pm on Friday, Saturday and Sunday, allowing other people to park overnight.

### 3. Get Your Permit Approved and Receive Signs:

- If your request for a permit is approved, you'll receive an email to submit payment.

- Once payment is received, you'll receive an email with a link to download the Tow Away No Stopping (TANS) signs as PDF documents, instructions on how to post signs, and a link to submit photos after posting signs.

#### 4. Print and Post the Signs (at least 72 hours before your event):

- Print the signs in color on 11"x17" paper or sign material, in portrait orientation (not landscape).
  - If you have experienced sign tear downs in the past, it is highly recommended to print multiple signs to replace due to vandalism or inclement weather.
  - You can also get these printed for \$7/sign at the **2<sup>nd</sup> floor of the Permit Center (49 South Van Ness, 94103)**
- Use the guidelines below to post the signs every 20-25 feet in the permitted area at least three days before the event. You may need materials like stanchions and zip ties.
- Maintain visible signs throughout your event. If signs deteriorate or are torn down, you must replace them to preserve tow-away rights.

##### ***How to Post Your Signs:***

###### If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head.



###### If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



*Consider posting signs early. Sometimes there will be conflicting TANS signs or curb obstructions. Try working with the contact listed on the conflicting sign, look for an alternate approved location to post your sign, apply for a new location, or contact [SelfPostPilot@sfmta.com](mailto:SelfPostPilot@sfmta.com).*

#### 5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event):

- Take photos of your signs, including
  - **Close-up photo** of each sign to confirm correct permit information.
  - **Overall photo** of the parking area showing all signs to confirm location and spacing.
- Upload the photos (JPG/PNG format only) to the Venue Self Post portal for review.

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- Upon approval of your permit, you will receive an email labeled “Signs and Photo Upload”. Click the “Take and Upload Photos” link.
- In the “Tow Away Signs Photo Upload” page, select the appropriate street segment, upload photos, and submit one at a time. View all photos at the bottom of the page.

**6. Get Confirmation of Tow-Away Rights:**

- Once your photos are approved, you'll receive a confirmation email of tow-away rights.
- If photos are inadequate, you will receive an email identifying issues to be corrected.
- **If you need towing, call the tow desk at 415-695-2700**
- ***REMINDER: Signs must be present to enforce the zone.***