



**Raleigh
Parking**

ASSOCIATED ROW PERMIT:

Permit Number:

Temporary Permit Application

Application Date: _____

Company Name: _____

Business Address: _____
Street

City

State

Zip

Business Telephone Number: _____

Requesters Email Address : _____

Location and/or Address(es)
of Work Being Performed: _____

Brief Description of Work to be Completed: _____

Dates Needed: _____ to _____

Days of Week Needed: _____ to _____

Times Needed: _____ to _____

Space number(s): _____

Number of Dash
Placards Requested _____

Temp Parking Signage Request:

Do you need Spaces signed off?

Yes

No

Printed Name: _____

**(If yes, please review sign and date the page two of
this form)**

Signature: _____



Temporary Signage Request Guidelines

Temporary “No Parking” or traffic control signs help reserve space or manage traffic for moves, construction, events, or short-term projects. Follow these steps to request and use them.

How to Request

- **Advanced Notice:** Requests should be submitted at least 5 business days in advance of the date needed. Requests with less notice may not be supported.
 - **Review process:** City staff will review your request for safety and feasibility. Approval is not guaranteed. You’ll be notified once it is approved.
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What to Expect

- **Installation:** City staff install all official signs. Requesters may not move or alter signs.
 - Misuse, unauthorized relocation, or tampering with signage may result in removal of signage by City Staff and/or denial of future requests.
 - **Duration:** Signs are valid only for the dates and times approved.
 - **Availability:** Signs restrict parking or access but **do not guarantee empty spaces** when you arrive. Requestors may need to arrive early and place cones or other RDOT approved obstructions to secure spaces.
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Important Reminders

- **Enforcement:** Vehicles not complying with temporary signage may be subject to citation or towing, at the sole discretion of Raleigh Parking and/or Raleigh Police Departments.
 - **Responsibility:** The requester is responsible for ensuring other required permits (construction, encroachment, or special event) are in place if needed.
 - Requesters shall further be responsible for removal of all temporary signage at the end of their event. Failure to comply with this requirement may result in denial of future requests.
- **Changes or cancellations:** Contact staff as soon as possible if your plans change.

Requestors Signature: _____ Date: _____