

PRE-PRINTED TOW-AWAY SIGN PROCEDURE



Street-Use and Mapping
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As part of the process for implementing pre-printed tow-away/no parking signs, an applicant will be required to input the amount of right-of-way they will need to occupy during construction activities for a specific permit.

1. Under the Application tab, enter the **time(s) of operation** during construction with proposed start and end times and day(s) of the week. Proceed as normal.

>>>Parking Sign Data	
*Times of Operation Start & End Hours	Start End Hours 12:01AM ▾ 12:01AM ▾ Days Mon ▾ Mon ▾

2. Under the Street Information tab, enter the street segment where street space is needed. Then, you may enter the **street space** needed by linear feet. Enter in the **amount of extra signs**. The "Street Space Days" field is automatically calculated based on the start and end date entered in the Application tab. The "Required Signs" field is automatically calculated based on linear footage requested. If there are meters, click the box. Proceed as normal.

>>>If Applicable, Please Enter Information below	
Asphalt SQFT <input type="text" value="0"/>	Concrete SQFT <input type="text" value="9"/>
>>>Enter Street Space Data per Street segment	
Street Linear Footage <input type="text" value="0"/>	Required Signs: <input type="text" value=""/>
# Extra Tow Away signs to Print (Given one every 20 ft + 1) <input type="text" value="0"/>	<input type="checkbox"/> Street has Meters
Street Space Days <input type="text" value="44"/>	

*Please be advised that per Article 2.4.52 of the Public Works Code, no excavator may occupy more than 1200 linear feet of the public right-of-way.

3. Once the plan checker has conducted their review of the application, they will invoice and approve. You will receive an email with an invoice and a link to print tow-away signs.

The tow-away application allows you to create/modify the tow-away sign information, within the start and end date of the permit, before printing. There will be three options of printing the tow-away signs.

1. You may print the full sign on blank 11" x 17" stock.
2. You may print the sign on a pre-printed tow-away template of 11" x 17" stock.
3. You may request BSM to print the sign at \$4/sign.

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An example screenshot of the tow-away application:

Contact Email				Update Email																																	
Earliest Start Date	Latest End Date	Permit	Sign ID	Total Lin Ft Allowed																																	
08/01/2014	11/1/2014	14EXC-4173	4180	4750																																	
Add Schedule Data		Segments not scheduled - select streets and submit to schedule.		Open Signs here:																																	
*Schedule Name		10TH ST: FELL ST \ MARKET ST \ POLK ST to STEVENSON ST (1 - 18) 10TH ST: STEVENSON ST to JESSIE ST (15 - 54) (650 lin ft) 10TH ST: JESSIE ST to JESSIE ST (43 - 74) (650 lin ft) 10TH ST: JESSIE ST to MISSION ST (71 - 99) (650 lin ft) 10TH ST: MISSION ST to MINNA ST (100 - 133) (650 lin ft) 10TH ST: MINNA ST to NATOMA ST (134 - 166) (650 lin ft) 10TH ST: NATOMA ST to HOWARD ST (167 - 199) (650 lin ft) MISSION ST: GRACE ST to 10TH ST (1361 - 1399) (100 lin ft) MISSION ST: 10TH ST to 11TH ST (1400 - 1499) (100 lin ft)		ALL is the original sign allowed by the permit.																																	
Start Hour:	9AM			Full are full color PDFs. Template fits the pre-printed signs																																	
End Hour:	3PM			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Phase</th> <th>Full</th> <th>Template</th> <th>Request DPW to Print</th> </tr> </thead> <tbody> <tr> <td>ALL</td> <td>Open</td> <td>Open</td> <td>\$1000 fee</td> </tr> <tr> <td>phase 1</td> <td>Open</td> <td>Open</td> <td>\$136 fee</td> </tr> <tr> <td>phase 2</td> <td>Open</td> <td>Open</td> <td>\$136 fee</td> </tr> <tr> <td>phase 3</td> <td>Open</td> <td>Open</td> <td>\$1000 fee</td> </tr> <tr> <td>phase 4</td> <td>Open</td> <td>Open</td> <td>\$976 fee</td> </tr> <tr> <td>phase 5</td> <td>Open</td> <td>Open</td> <td>\$408 fee</td> </tr> <tr> <td>phase 6</td> <td>Open</td> <td>Open</td> <td>\$1432 fee</td> </tr> </tbody> </table>		Phase	Full	Template	Request DPW to Print	ALL	Open	Open	\$1000 fee	phase 1	Open	Open	\$136 fee	phase 2	Open	Open	\$136 fee	phase 3	Open	Open	\$1000 fee	phase 4	Open	Open	\$976 fee	phase 5	Open	Open	\$408 fee	phase 6	Open	Open	\$1432 fee
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Start Day:	Mon																																				
End Day:	Sat																																				
Start Date:	08/01/2014																																				
End Date:	11/1/2014																																				
Printed Data on Sign																																					
Listed Times:	9AM - 3PM																																				
Listed Dates:	08/01/14 - 11/01/14																																				
Listed Days:	Mon - Sat																																				
Contact Phone	555 1234																																				
Update Schedule		Submit																																			

1. Double check contact email and update as necessary.
2. If no changes/modifications to schedule are necessary, you can proceed to print signs with the links displayed next to "ALL" phase.
3. If entering a schedule within the permit duration, please start by entering a Schedule Name.
4. Enter the Start and End Hour, Start and End Day, Start and End Date.
5. Information in the blue fields reflect what's entered in #4. If however, there need to be more fine tuning of information, it may be modified. For example, you have entered:
 - a. Start and End Hour: 7AM and 5PM
 - b. Start and End Day: Monday and Friday
 - c. Start and End Date: 10/27/2014 and 10/31/2014
 However, work will only be Monday, Wednesday, Friday. You may modify Listed Days to be "Mon, Wed, Fri" to reflect your schedule.
6. Enter the correct 24/7 contact phone number.
7. Select the street segment(s) for this schedule. Please note that NO signs are generated for street intersections.
8. Click Submit.
9. You may now print the sign

To update schedule, simple enter the Schedule Name and indicate the new information in steps 4-6 above and click Update Schedule.