

Contractor Use: _____

“No Parking” Sign Order Form – 500 Foot Block

CUSTOMER INFORMATION:

Name: _____ Company: _____

Address: _____
Street Apt. City State Zip

Phone: _____ Email: _____

Reason for Signs: _____

SIGN ORDER (“Block Diagram” below must also be completed to process order)

Street Name	Building <u>OR</u> Block #	For whole block*	Block Length**	Total # of Signs	Start Date	End Date	Total # of Days+	Start Time	End Time

FEES:

Purchaser (Please check one)

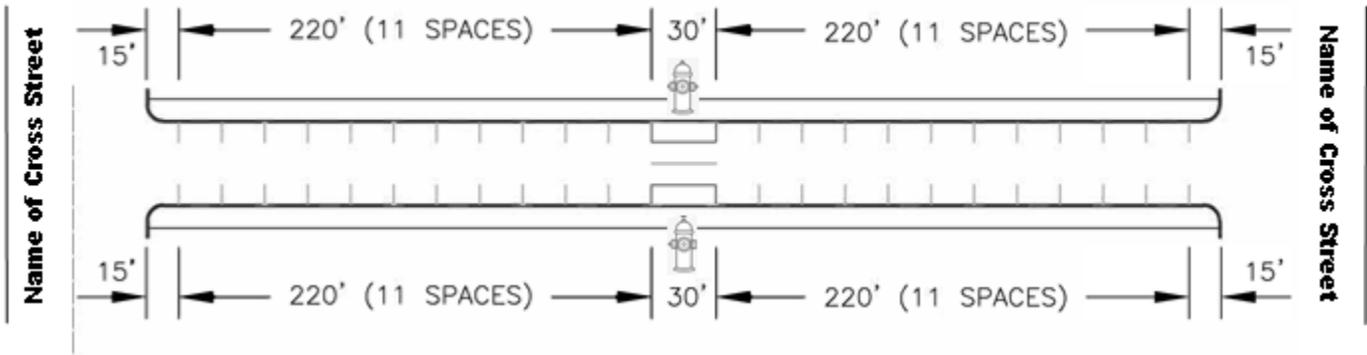
Fee Per Day Per Sign

<input type="checkbox"/>	Business (UGI, UGI subcontractor, Met-Ed, etc.)	\$16/day
<input type="checkbox"/>	Reading property owner in front of his/her NON-RESIDENCE property	\$10/day
<input type="checkbox"/>	Funeral home; nonprofit organization	\$10/day
<input type="checkbox"/>	Reading resident in front of his/her RESIDENTIAL property <small>(Annual limits apply)</small>	\$1/day
<input type="checkbox"/>	City agencies & authorities; churches	\$1/day

Check to include optional lamination for an additional \$2/sign. (Add to “Total Due” below)

Total Due:	x \$	x	+ \$	= \$	
<small>(RPA Use Only)</small>	<small>(Total # of Signs)</small>	<small>(Daily Rate)</small>	<small>(Total # of Days)</small>	<small>(Lamination Fee)</small>	<small>TOTAL DUE</small>
					<small>Staff Initials</small>

(Building # _____ OR _____ 00 block of _____ Street)



RULES OF USE: The use of “No Parking” signs are governed by City Ordinance 576-419, which is posted on www.ReadingParking.com and available upon request. It is illegal to alter a “No Parking” sign or attempt to use it at a date and/or time other than originally specified. “No Parking” signs are subject to revocation at any time by the Reading Parking Authority.

CUSTOMER’S SIGNATURE _____ **DATE** _____

Office Use Only

	Date	Initials
Order approved		
Signs printed		
Signs posted		

	Date	Initials
Payment rec OR		
Billing entered		
Signs removed		

Notes



Directions for completing the “No Parking” Sign Order Form

“SIGN ORDER” SECTION

Street name: Where signs are to be posted

Building OR Block #:

- List specific building number if signs are being purchased for placement in front of a specific property
- List hundred number of block if ordering signs for an entire block (either one side or both sides)

Whole block: If ordering signs for an entire block, please indicate ONE of the following:

- Both sides of block OR
- Even side of block OR
- Odd side of block

Block length: Length of block per Google Maps; if unsure, leave blank and RPA staff will calculate

Total Number of Signs: Each sign represents one space (defined as 20 ft.)

Start Date: The earliest date the reserved spaces are needed

End Date: The latest date the reserved spaces are needed

Total Number of Days: First date, last date, and all dates in between.

NOTE: Signs will be printed for no more than two weeks including weekends (14 days/order.) If the work period exceeds two weeks, additional orders must be placed for each two-week period.

Start time: Earliest time of day the “No Parking” sign is to be in effect throughout the work period

End time: Latest time of day the “No Parking” sign is to be in effect throughout the work period

NOTE: UGI & Subs: If not specified, default start time is 7:00 AM and default end time is 6:00 PM.

BLOCK DIAGRAM

The block diagrams are meant only as a guide to help indicate placement of signs. They represent block lengths frequently found within the city and the number of 20 ft. spaces on each side of the block. Your specific location will have differences.

There are five versions of the block diagram

- 110 ft. block (4 spaces/side)
- 130 ft. block (5 spaces/side)
- 220 ft. block (8 spaces/side)
- 500 ft. block (22 spaces/side)
- 4-Way Intersection

Choose the diagram that most closely represents the block where you are requesting signs be posted.

The Reading Parking Authority measures the specific block for each incoming order using Google Maps. The length of the block is rounded down to the closest increment of 20 ft. If the length of the block falls between the lengths represented by the diagrams, the actual length of the block will be used to complete the order.

If the actual length is used to calculate the order, standard deductions for yellow curbs and hydrants will be deducted from the length before calculating the number of signs required.

Building OR Block #: Please re-enter the information entered in “Sign Order” Section

- List specific building number if signs are being purchased for placement in front of a specific property
- List hundred number of block if ordering signs for an entire block (either one side or both sides)

Cross Streets: The names of the streets that intersect the street where signs are to be posted (At both ends of block)

If purchasing a sign(s) for placement in front of a specific property, please write the house/building # in its approximate location on the block and put an “X” in the space(s) you are requesting.

For example, if you are purchasing five signs for 1525 Blank Street, should signs be posted:

- One in front of the address and two on each side of the address OR
- One in front of the address and four to the right of the address OR
- One in front of the address and four to the left of the address