

RPA Control # \_\_\_\_\_



RPA Ticket # \_\_\_\_\_

Contractor Use: \_\_\_\_\_

**“No Parking” Sign Order Form**

**PLEASE NOTE:** This Block Diagram Form is a guide to indicate placement of your signs and must be attached to the online order form for the order to be processed. Please print and complete a copy of the form and upload it with your order. If you cannot upload the completed form, please call the administrative office at 610-655-6166. *Your order cannot be processed without this form.*

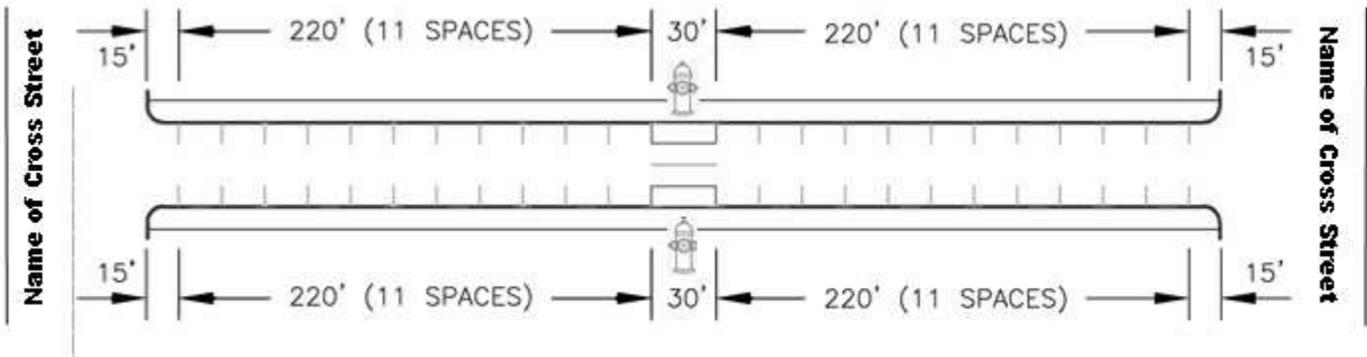
**CUSTOMER INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Specific property order for \_\_\_\_\_  
-OR- \_\_\_\_\_ Street Address

Half or whole block order for \_\_\_\_\_ of \_\_\_\_\_  
Hundred # Block Street Name



**BLOCK DIAGRAM DIRECTIONS**

The block diagram is a guide to indicate placement of signs. It represents a city block and parking spaces on each side of the block. *Your location may have some differences.*

One parking space is defined as 20 ft.

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

**SPECIFIC PROPERTY ORDERS.** (*Ordering a small quantity of signs to be placed in front of a specific address*)

**Building number:** List building number for placement in front of a specific property

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

**HALF OR WHOLE BLOCK ORDERS.** (*Ordering signs in bulk, including one or both sides of half a block or a whole block*)

For half or whole block orders, the Reading Parking Authority may measure the specific block using Google Maps. The length of the block is rounded down to the closest increment of 20 ft. 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.