



City of Poulsbo  
Department of Public Works  
Policy / Procedure

Title: No Parking signage request policy	Page Number: 1 of 3
Department: Public Works	Effective Date: August 1, 2008
Department Approval: <i>[Signature]</i>	Revision Date: New
Mayor Approval: <i>[Signature]</i>	

**PURPOSE:**

The intent of this policy is to outline the department's processes for dealing with requests from homeowners for installation of no parking signage in existing neighborhoods that do not currently have signage.

**SCOPE:**

The City of Poulsbo, Public Works Department will review requests for installation of no parking signage, make a determination of the suitability and desirability of signage installation and install signage in the neighborhood if warranted.

**POLICY:**

It will be the policy of the City of Poulsbo, Public Works Department that the following procedure will be followed in processing requests from homeowners/neighborhoods for installation of no parking signage:

A petition shall be submitted to the public works director requesting the installation of no parking signage. The petition shall be as complete as possible and shall include a copy of any covenants or restrictions in place for the neighborhood, as well as any other documents, photos, etc that may be helpful in determining the suitability of no parking signage in the neighborhood. The petition shall show the extents of the neighborhood, include the text in Attachment A in the petition, and shall contain the signatures of at least 70% of the homeowners in the neighborhood wishing to request the signage. For the purposes of this policy "neighborhood" will be considered to be the extents of a logical major breakpoint. In a platted development it would include the entire development. Where there is a question about the limits of a neighborhood the public works director will make the final determination.

Where a Homeowners Association (HOA) exists, the HOA shall notify all property owners in the neighborhood and shall submit the petition to the public works director requesting installation of no parking signs in the neighborhood.

Where no HOA exists the interested parties shall notify all property owners in the neighborhood of the intent to request no parking signs, then submit the petition with the

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neighborhood owner's signatures to the public works director requesting installation of no parking signs in the neighborhood.

The public works director will review the petition and prepare a short report for review by the appropriate departments – police, fire, engineering, planning, public works, public works committee, etc. The reviewing departments will forward any comments or recommendations to the public works director, who will then either approve or disapprove the installation of signage. Typical considerations in the review will be any covenants & restrictions that were included in the plat, the existing road width, right of way width, compliance with current road standards and fire code restrictions. Poulsbo municipal code currently requires a minimum fire access lane width of 20' to remain clear at all times. In most neighborhoods this will likely be the overriding consideration.

If installation of no parking signage is approved the public works director will then schedule for the installation of no parking signs in the neighborhood. The signs will be installed in accordance with current Poulsbo Municipal code. Note that this will generally require that both sides of the street be signed no parking. The City will not consider any requests for partial signage.

Relevant sections of the current Poulsbo municipal code include:

- 10.12.010 Signs – Authority
- 10.12.060 Wrong-way parking and parking close to curb/roadway
- 10.12.070 Stopping, standing, or parking prohibited in specified places – reserving portion of roadway prohibited
- 10.12.110 Parking within fire lane prohibited
- 10.12.130 Improper parking on city property

The entire Poulsbo Municipal code can be viewed online at the city of Poulsbo website at [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com).

## **REVISION CRITERIA**

A change in this policy may be initiated in the form of a memorandum to the Public Works Director with final approval of the Mayor.

## Attachment A

Petitions of application for no parking signage shall at a minimum include the following text along with a map or drawing of the extents of the neighborhood in question in order that all owners signing said document be fully aware of the ramifications of their consent:

This petition is to request the installation of no parking signs in the neighborhood known as \_\_\_\_\_.

This request will be reviewed by the public works director and relevant departments within the City of Poulsbo (ie – engineering, public works, police, fire, etc).

Typical considerations in the review will be any covenants & restrictions that were included in the original plat, the existing road width, right of way width, compliance with current road standards and fire code restrictions. Poulsbo municipal code currently requires a minimum fire access lane width of 20' to remain clear at all times. In most neighborhoods this will likely be the overriding consideration.

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