

# POLICY FOR PARKING RESTRICTION SIGNS



Community Development  
– Engineering

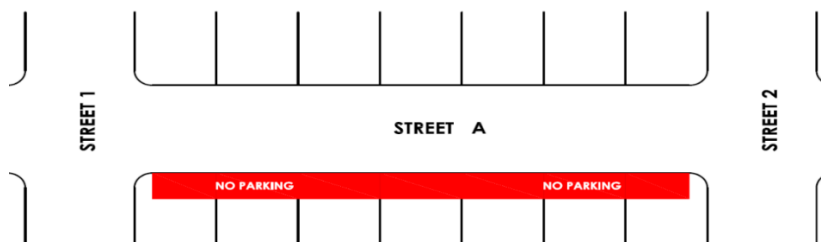
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## PARKING RESTRICTION SIGN POLICY

Residents may request parking restriction signs adjacent to their property through a petition process to address excessive or obstructive on-street parking on public roadways. Private streets are not eligible for this program. The restriction applies to an entire side of a block or street segment, contiguous from intersection to intersection. No partial block installations are permitted.



To begin the process for requesting No Parking signs through the El Mirage Engineering Division, please read, complete and return the form on page 2 to the City in person or via mail to the address listed on page 2. Any questions regarding the application can be directed to the Engineering Division at (623) 876-2974 or [engineering@elmirageaz.gov](mailto:engineering@elmirageaz.gov).

### PROCESS

- Engineering staff will create and send the requestor a petition with a description of the type and times of the restriction, and a map showing the proposed boundary area.
- The requestor will circulate the petition to the properties within the area for signatures.
- A minimum of **80%** of the properties within the petition boundary must sign the petition and indicate **"YES"** for the request to be completed. Signatures from an owner or an occupant are acceptable. Occupants are responsible for notifying the owner(s). If the area contains an HOA common area, then the HOA Board must gain approval through board action documented and provided in the official meeting minutes.
- The original petition form must be returned in person or mailed to the City.
- The Engineering staff will present the request to City Council. If approved by Council, all costs associated with the installation of the signs shall be the sole responsibility of the petitioning residents. The exact number and locations of the parking signs will be determined by City staff. Typical sign spacing is 100-250 feet.

### OPTIONS

The requestor may pursue any of the below parking restriction sign options. These are in effect at all times or, if adjacent to a school, times that coincide with the school's hours of operation.



### NOTES

- Restrictions apply to all vehicles, including those owned by residents and their guests.
- Owners or occupants must trim or possibly remove overgrown vegetation to provide sign visibility.
- Petitions must be completed and returned to the City within three months. Once the petition is returned, verified and approved by City Council, the signs will be installed. Installation may take up to 90 days from approval.
- Parking restrictions cannot be considered for removal for at least one year after installation. The process to remove restrictions follows the same petition requirements. All costs associated with the removal of the signs shall be the sole responsibility of the petitioning residents.

## PARKING RESTRICTION SIGN REQUEST FORM

Residents may request No Parking signs through the City of El Mirage Engineering Division. Please read the policy on page 1 to understand the process. No Parking signs will require the requestor to obtain resident signatures through a formal petition. Signatures from an owner or an occupant are acceptable. Occupants are responsible for notifying the owner(s). The Engineering Division will present the request to City Council to approval or denial.

- Staff will create and send the requestor a petition for signatures.
- 80% of properties must sign and indicate "YES" for the request to be completed.
- The request must be approved by City Council prior to permitting and installation

***Please complete the information below:***

Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Lead Petitioner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I understand this request will be processed according to the procedures outlined on page 1 of the "Parking Restriction Sign Policy". I agree to be the lead petitioner for the above request.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please send the completed form to:

City of El Mirage  
Community Development - Engineering  
Re: Parking Restriction Sign Request  
10000 N. El Mirage Road  
El Mirage, AZ 85335

*For Office Use Only*

☐ APPROVED ☐ DENIED