

***BOROUGH OF WEST READING  
POLICE DEPARTMENT***

*500 Chestnut Street  
West Reading, Pennsylvania 19611  
Phone (610) 373-0111*

*Samantha Kaag, Mayor*

*Richard Tornielli, Chief of Police*

**Temporary No Parking Application**

Date: \_\_\_\_\_

Property Location: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

Applicant Mobile Phone #: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Signs Requested: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

**Permit For:**

\_\_\_ Street/Sidewalk Work \_\_\_ Moving/Work Truck \_\_\_ Storage Container/Dumpster

\_\_\_ Other (explain)

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

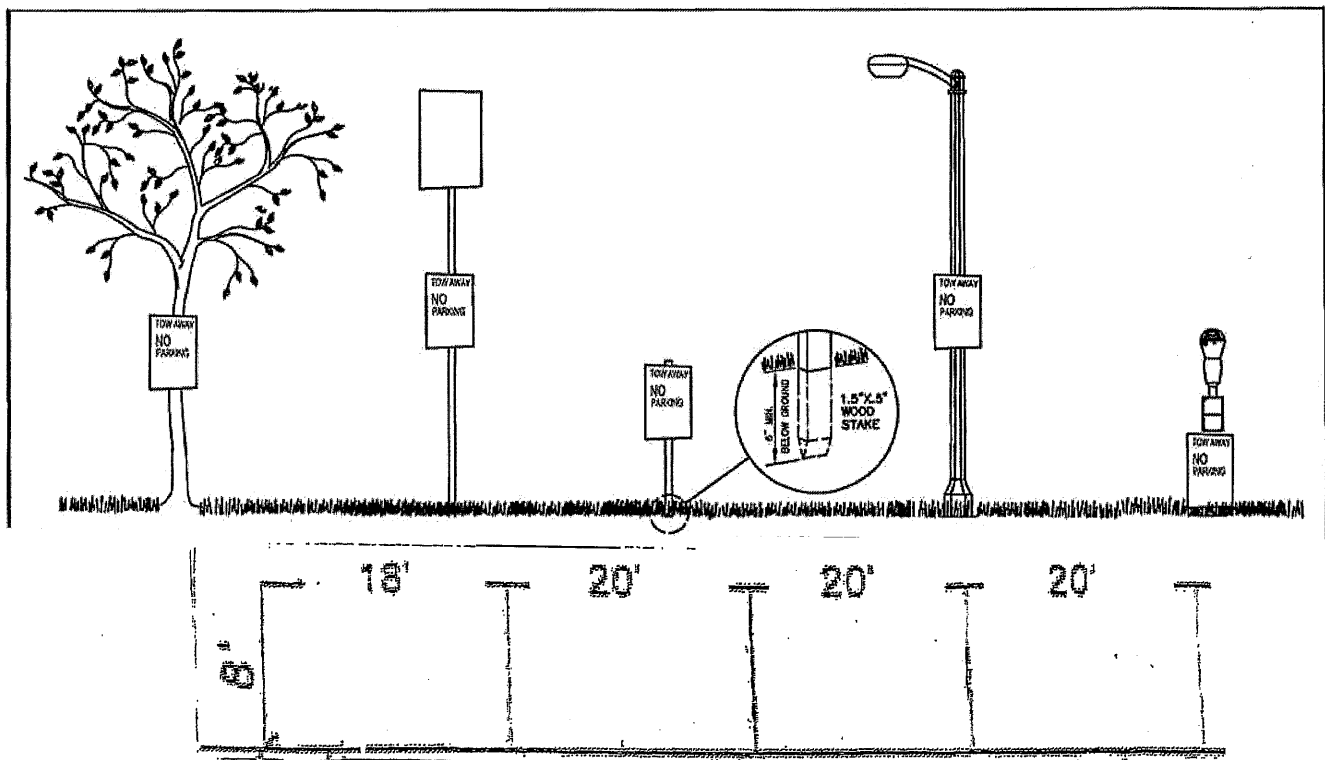
Street Closure (no access for any vehicles): [ ] YES or [ ] NO

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

**Official Office Use Only**  
Sign(s) Issued Issued At

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time



	Where to Post	Placement & Height	Approved Fasteners		Notes
			Nails Tacks Staples Tape	Twine Wire Zip Ties	
1	Trees	As close to 5 feet high as branches allow		X	No nails, staples, tacks, etc.
2	Wooden Pole or Wooden Sign Post	About 5 feet high, or directly below existing signage	X	X	Do not cover existing signs
3	Wooden Stake	Minimum of 5' & maximum of 7' from ground to top of sign. Maximum of 18" from curb	X		Stake must be minimum 1.5" x .5" (one & ½ inch by ½ inch) and must support entire sign
4	Metal Sign Post or Metal Light Pole	About 5' high, or directly below existing signage		X	Do not cover existing signs

- Temporary No Parking (TNP) signs must be posted by the permittee a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect. If the days, dates or times change, you must repurchase and repost the signs.
- TNP signs shall not cover or obscure existing signs.
- TNP signs must be unobstructed and clearly visible by drivers on the street. Post the TNP signs: 1) Facing oncoming traffic, directly below all existing signage and at a 45-degree angle to the street; 2) Fastened at both top and bottom.
- All TNP signs must be removed upon completion of the project or expiration of the signs, whichever comes first, by the permittee.
- Only Borough-issued TNP signs with valid receipts/permits that have been properly posted in accordance with these guidelines will be enforced. Improperly posted signs will result in the removal of signs and forfeiture of fees.
- TNP signs are valid for a maximum of 14 days.
- TNP signs posted without activity will result in the signs being removed one hour following the posted time and forfeiture of fees.