

TOW-AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS /

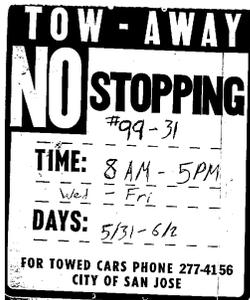
The following conditions apply to all tow-away permits issued by The Department of Transportation. **It is the sole responsibility of the Permittee to meet the conditions described herein.** Failure to meet these tow-away permit conditions will render the tow-away permit invalid and result in parking control officers/police personnel not responding for a tow request:

1. Permittee shall not alter the front side of the signed permit application. Any alteration made will render the permit invalid.

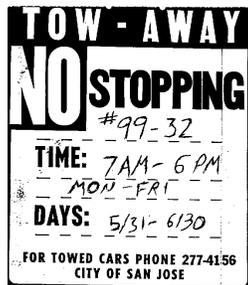
2. Permittee shall post City-issued temporary tow-away signs in their proper locations **at least twenty-four (24) hours in advance, but not more than seventy-two (72) hours of when actual work will occur on a particular street.** Permittee must maintain the temporary tow-away signs at all times. Failure to do so will render the temporary tow-away signs invalid and the Permittee will be responsible for the payment of all the costs related to an illegal tow resulting from the Permittee's failure to post and maintain the temporary tow-away signs at all required times. The permit only authorizes Permittee to post and maintain temporary tow-away signs on the days, times, and exact locations identified on the face of the permit.

3. Permittee shall fax a copy of the posting log sheet to (408) 288-7322 and notify San Jose's Parking Compliance Unit by calling (408) 534-2900 **IMMEDIATELY after the tow-away signs have been posted.** Failure to notify and/or fax the log sheet will render the tow-away permit invalid and result in parking control officers/police personnel not responding for a tow request.

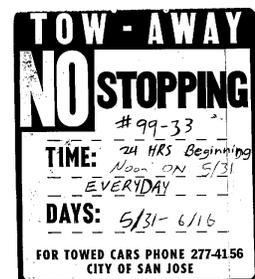
4. Permittee must clearly print the PERMIT NUMBER, TIME, DATES, and DAYS and of actual work on EACH temporary tow-away sign prior to posting. Examples of completed temporary tow-away signs are shown below:



Three consecutive days



Weekdays Only - Extended period



Weekdays & Weekends - 24 -hour period

5. Permittee shall not alter in any way the temporary tow-away signs, such that previously displayed information is erased, crossed-out, taped over, or otherwise removed. Permittee understands that any temporary tow-away signs displaying incomplete information and/or altered information is rendered invalid and unenforceable. Permittee further understands that posting any temporary tow-away signs, other than City-issued tow-away signs, is not allowed and renders the signs invalid. Permittee may not post reproduced tow-away signs and is responsible for maintaining posted signs.

6. Permittee shall use only string to attach temporary tow-away signs to meter poles/meters and must be removed as soon as the permit expires. Permittee may also mount tow-away signs on A-frame barricades. **Duct tape, wire or other material that may damage the poles, meters, or tree guards may NOT be used to mount temporary tow-away signs.**

7. Permittee must post one sign for each metered space. In non-metered areas, the Permittee must post a sign a minimum of every **50 feet** at a consistent height, unless poor visibility requires posting at shorter intervals. Permittee must also post a temporary tow-away sign at the beginning and at the end of the

work area. All signs must be posted within 6 feet of the face of curb on the side of the street on which parking is to be restricted.

8. Permittee must remove all tow-away signs and fastening materials from poles and meters upon completion of work on a particular street. Permittee shall pay for the repair of any damage caused to any public property to which the temporary tow-away sign was attached. Permittee shall pay the actual cost to the City of having to remove any signs the Permittee fails to remove.
9. Permittee must remove any posted tow-away signs if work on any particular street has been delayed or suspended for any reason and shall make good faith efforts to not unnecessarily restrict public parking.
10. In the event that the Department of Transportation approves the original permit for extension, Permittee shall post new temporary tow-away signs with the extended term in accordance with conditions 1-9 stated above. **Permittee must also fax a revised posting log to Parking Compliance immediately after reposting new signs.**
11. Permittee shall be responsible for properly initiating all tows under the permit. A copy of the Tow Away Posting log sheet must have been faxed to the Parking Compliance Office at (408) 288-7322.
12. Permittee may initiate a tow request by contacting the Parking Compliance Unit at (408) 534-2900 during the hours of 8:00am to 5:00pm Mon. through Fri. For all other times call the non-emergency number 311(City Communication Center), or (408) 277-8900, if using a mobile phone. Permittee MAY NOT contact a towing company directly since a law enforcement officer must issue the tow request.
13. When initiating a tow request, the Permittee shall provide the law enforcement officer with a copy of the permit along with the completed original Documentation in Support of Tow-Away form and a record of the time, date, and location of when the signs were posted, as well as the name of the person posting the signs. **Photocopies of signed declarations will not be accepted.**
14. The Permittee will indemnify and hold harmless the City from all damages, losses or claims arising out of or resulting from a tow initiated by Permittee pursuant to his/her tow-away permit. Permittee must pay for all costs associated with invalid tows.
15. The Department of Transportation reserves the right to revoke tow-away permits or revise the approved days, hours or street locations on any Tow Away permit application at any time.
16. Unless specifically stated on the permit, **this permit is not to reserve parking space(s) for personal use.** Only construction related vehicle(s) that are continuously used are allowed in the tow-away zone.
17. A valid copy of the Tow-Away permit must be clearly visible on the dashboard of all vehicles parked within a tow-away zone. **Absolutely no personal vehicles will be allowed to park within the tow-away zone.** Any personal vehicles parked within the restricted area regardless of displaying a valid Tow-away permit will be subject to a citation.

I acknowledge that I have read and understand the above "Tow-Away Permit Conditions and Posting Instructions"

Permittee Name (signature): _____

Date: _____

Printed Name: _____

Phone Number: _____

Permit No: _____

*** Permittee must sign above prior to permit being issued**

**TOW-AWAY PERMIT
POSTING LOG WORKSHEET**

(for Permittee use only)

DEPARTMENT OF TRANSPORTATION

PERMIT NO.

- The below table is intended to be used by the Permittee to log the time, date, and locations of when the signs are posted, as well as the name of the person posting the signs, as required by Item 13 in the Tow-Away Permit Conditions and Posting Instructions. When initiating a tow request, the Permittee shall provide this information to the law enforcement officer with a copy of the permit along with the completed original Declaration in Support of Tow-Away form.
- Permittee shall fax a copy of the posting log sheet to (408) 288-7322 and notify San Jose’s Parking Compliance Unit by calling (408) 534-2900 Option 2 **IMMEDIATELY after the tow-away signs have been posted at least twenty-four (24) hours in advance, but not more than seventy-two (72) hours of when actual work will occur on a particular street (see item 2 and 5 in the Tow-away conditions).** Failure to notify and/or fax the log sheet will render the tow-away permit invalid and result in parking control officers/police personnel not responding for a tow request.

Street	Cross Street 1	Cross Street 2	Posted by (name and phone number)	Date & Time of Posting	Dates and Times of Restrictions

**Check this box if you will require tow support for this project.
Tow support will not be provided if the box is not checked.**

TOW-AWAY PERMIT FEE CALCULATION WORKSHEET

(office use only)

DEPARTMENT OF TRANSPORTATION

PERMIT NO.

DATE ISSUED:

Visible Code (other City Departments):

I. TOW AWAY PERMIT FEES

Description	Quantity	Unit Cost	# of Days	Sales Tax	Sub-Total
Permit Application - Processing Fee	0	\$30.00			\$0.00
Tow-Away Sign - Material Fee	0	\$0.53			\$0.00
Tow-Away Sign – Sales Tax				9.00%	\$0.00
Lost *Smart Meter Revenue Fee (daily)	0	\$8.00	0		\$0.00
Lost Meter Revenue Fee (daily)	0	\$4.00	0		\$0.00
Meter Head Removal	0	\$64.00			\$0.00
Meter Pole Removal	0	\$133.00			\$0.00
Total Cost:					\$0.00
Approved by (enter initials):					

***A Smart Meter is a meter that accepts credit cards.**

- A \$30.00 administrative processing fee is assessed for each permit application issued. One permit application is required per job contract, which can include multiple streets, as long as the same work activity is performed on these streets under a single contract.
- A \$0.53 (plus tax) material fee is assessed for each Tow-Away sign issued.
- An \$8.00/day for Smart Meters and \$4.00/day for all other meters, a lost revenue fee is assessed for each meter occupied.
- No fee is assessed for extending the dates on an existing permit. However, if work is being done on new street locations not originally included on the permit or new work activities are occurring, then a new permit must be processed and all fees assessed.

II. PARKING METER FEE INFORMATION

- Customer is responsible for providing meter I.D. numbers for all meters that need to be removed and replaced.
- In addition to all other fees, a \$64.00 fee is assessed for each meter head that needs to be removed. Meter heads may need to be removed from the pole if the work involves oversized equipment that may damage the meter.
- In addition to all other fees a \$133.00 fee is assessed for each meter pole (pole + meter head) that needs to be removed. Meter poles may need to be removed if the work involves oversized equipment that may damage the meter pole.

Customer is responsible for contacting the, Parking Division at (408) 534-2922 to schedule parking meter removal/replacement. Customer will be billed under separate cover by Parking Division staff.

- Customer may rent a meter hood at \$5.00/day per meter hood. A meter hood is a bag that a customer can place over a meter to exempt him/her from having to pay the meter, but this does not reserve a metered parking space. There is a \$50.00 deposit for each meter hood rented. This is a convenience service available to contractors working on job sites located within metered zones. Meter hoods cannot be used within the boundaries of the Tow Away Permit.

