



STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP..... : 08- 010G

CATEGORY.. : CONSTRUCTION
Subcategory : CONSTRUCTION

**SUBJECT: PROPER NOTIFICATION FOR TEMPORARY
AND PERMANENT SIGN CHANGES**

Keywords : Traffic, Parking Signs

APPROVED:

ORIGINAL SIGNED BY

Chief Construction Engineer - William Svilar, P.E.

Supersedes..... : N/A

Supplements..... : 02-004, 02-015, 02-018

Sheet..... : 1 of 1

Issue Date..... : December 16, 2008

All Temporary and Permanent Sign Changes made on construction project sites must adhere to the following guidelines as to types of signs, format, information on signs, notification process, as well as installation and removal of all signs:

All sign changes must be adequately documented in the project records.

Temporary Paper Sign information, background and lettering must conform to the attached sample. Temporary metal construction signs must conform to DOT standards and can be obtained from the DOT Sign Shop. The Contractor can contact the DOT Sign Shop at (718) 894-2759, to order and purchase signs.

All No Parking/Standard Restriction Signs must be posted a minimum of 36 hours prior to taking effect, especially when the new signs will become more restrictive than the existing signs. The posted metal signs should be bagged until their effective date. Advance Notices (i.e., paper signs) of the pending regulation changes should be: 1) attached to street sign posts; 2) distributed to residents in advance of the new regulation change and; 3) placed on all vehicles within the affected areas (Step #3 should be repeated daily until the new regulations take effect).

All signs posted along the project site must be attached to posts, never on trees. Parking regulation changes should be avoided on the day of and the day before scheduled suspensions of alternate side parking rules. Please refer to the Alternate Side Parking Rules Suspension Calendar posted on NYCDOT's website for dates.

Police Department Community Affairs and the Community Board must be notified of all parking sign changes.

If it becomes necessary to tow illegally parked vehicles that are interfering with the progress of the work, the said vehicles must be removed by tow truck and left in legal parking spaces. A list of relocated vehicles (license plate number, make & model) and their location is to be provided to the Police Department Community Affairs, Community Board and Construction Borough Office.

All Paper Notice Signs must be approved by the Resident Engineer prior to use.

Attachment: DDC No Parking Sign