



# NEWPORT POLICE DEPARTMENT

*"Police and Community - Partners in Excellence"*

Sergeant Jason Head  
Traffic Unit Supervisor



## Newport Police Department

### Temporary No Parking Signs

Please fill out the below form if you wish to request "Temporary No Parking" signs. Please describe the reason on why you are requesting the signs and leave the required contact information. After you fill this out, your request will be reviewed by the Traffic Unit for approval. Your request will check for required permits needed and possibility of a police detail required. After review we will contact you of the approval and instructions on how to obtain the temporary no parking signs.

#### Police Department Requirements (**Please Read**):

- 1) The signs must be given to you by The Newport Police Department and cannot be made up by you or anyone else.
- 2) You must write out the date and time of the no parking on the Temporary Sign.
- 3) The signs must be posted by you 24 hrs. in advance.
- 4) Must be posted next to the space need for no parking, on a post or cones you will supply.  
\*No enforcement will be taken if not adhered to the required procedure.

**(Print Legibly)**

Name: \_\_\_\_\_ Ph# \_\_\_\_\_

Email: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Is any portion of the roadway or sidewalk going to be obstructed as result of the request for signs? (ie...dumpster, scaffolding or ladders set up...etc.). Y/N: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) you want to post the sign(s) \_\_\_\_\_

Where the No Parking Signs are Requested (Address): \_\_\_\_\_

How many parking spaces needed?: \_\_\_\_\_

Description/circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Below Filled out by Traffic Unit)

Approval Signature (Traffic Unit)

Date

120 Broadway Newport, RI 02840  
Office Number- (401) 847-1306 Ext. 5728  
Email- [Jhead@cityofnewport.com](mailto:Jhead@cityofnewport.com)