



**Special Events Division  
24-Hour Signage Verification**

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

**From:** \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

**To:** City of Carlsbad Parks & Recreation Dept. – Citywide Special Events

**Subject:** Temporary “NO PARKING” Enforcement

On \_\_\_\_\_ at \_\_\_\_\_ temporary no parking signs were posted at:

(Date)

(Time)

\_\_\_\_\_  
(Posted Locations)

\_\_\_\_\_  
(Posted Locations Continued)

For the \_\_\_\_\_

(Name of Event)

The signs were posted by \_\_\_\_\_ at \_\_\_\_\_

(Posting Person)

(Phone Number)

Signs read exactly \_\_\_\_\_

(Example: No Parking Tow Away Oct. 12, 2021 Noon – 11:00 PM)

It is requested that enforcement action be taken on any vehicles unlawfully parked at these loctions.

**Please return completed request by email to:**

1. **Special Events Office**

760-434-5088 (fax)

[specialeventpermits@carlsbadca.gov](mailto:specialeventpermits@carlsbadca.gov)

2. **Lt. Jason Jackowski**

760-931-8473 (fax)

[jason.jackowski@carlsbadca.gov](mailto:jason.jackowski@carlsbadca.gov)