



Application #: _____

Special Event, Film & Parking Meter Permit Request

All Faxes received by Office of Public Works must contain the following information, in the order described, to better accommodate your request for a **Filming, Special Event & Parking Meter Permit**. (If applicable, Parking Meter Permit(s) will be issued **only** when the approved Street Occupancy Permit is picked up by the permittee, and not before). Submit one request form for each street occupancy location only!

Note: Minimum Review Time For Permits is 5 business days, unless Special Event (30 days required).

Fax Request To: (303) 446-3755

Attn: PWPO

****All Information is required and must be completed prior to submission. ****
(Print or Type all information please).

Company Name: _____ Date: _____
 Company Address: _____ Fax: _____
 Contact's Name: _____ Phone: _____
 Email: _____ Cell Phone: _____
 Requested Dates: _____ To _____ Requested Times: _____ To _____
 Special Event Name: _____
 Requested Locations: _____

Is Denver Police Being Used To Control Traffic? Yes No

Project Type: Special Event Filming Parking Meters
 (Check All That Apply) Other If Other (explain): _____

Parking Meters Numbers: (Please List Here)

| | |
|--|---|
| Discount Meter Request: | _____ |
| <input type="checkbox"/> Yes | _____ |
| <input type="checkbox"/> No | _____ |
| If Yes, Tax Exemption Paperwork Required (501 C (3)) | <input type="checkbox"/> Red Bag (No Parking At All) <input type="checkbox"/> Yellow Bag (Specific Vehicles Only) |

Additional Comments: _____

****Any modification after approval of original permit will require a resubmittal .**

For Office Use Only: Do not write below line.

Assigned Dates: Start: _____ Finish: _____

Allowed Work Times: _____ AM/PM _____ AM/PM

Police Required: _____ **Flagmen Required:** _____

Status: Approved Denied Pending

Reason: _____

Date Called: _____

Engineer's Signature

Date Approved

Permit Number