



# CITY AND COUNTY OF DENVER

**DENVER**  
THE MILE HIGH CITY

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
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[www.denvergov.org/pwpermits](http://www.denvergov.org/pwpermits)

## Right-of-Way (ROW) Parking Permit Entrance Requirements

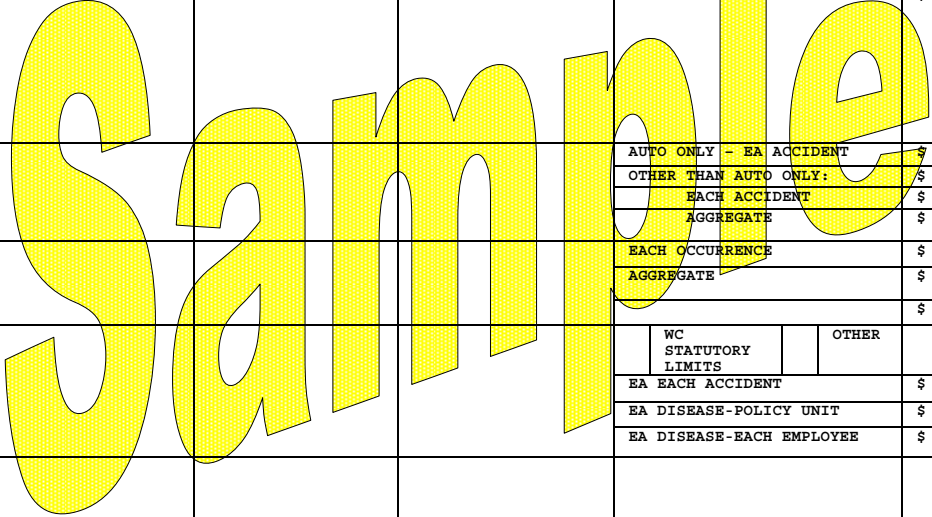
<b>Authority:</b>	<ul style="list-style-type: none"> <li>✚ Revised Municipal Code, Chapter 49, Article XIV, Division 2, Vehicle Parking.</li> <li>✚ Rules &amp; Regulations, <i>Issuance of Permits by the City Traffic Engineer</i>, Section 3, Permit Issuance.</li> </ul>
<b>Purpose of Ordinance:</b>	<ul style="list-style-type: none"> <li>✚ To allow occupancy of an approved off-street area on the public right-of-way for parking of vehicles.</li> </ul>
<b>Document Date:</b>	<ul style="list-style-type: none"> <li>✚ October 31, 2008</li> </ul>
<b>Permit Types:</b>	<ul style="list-style-type: none"> <li>✚ Public Occupancy Revocable Parking Permit</li> </ul>
<b>Permit Dates:</b>	<ul style="list-style-type: none"> <li>✚ Right-of-Way (ROW) Parking term is 01/01/YY – 12/31/YY.</li> </ul>
<b>Customer Interface:</b>	<ul style="list-style-type: none"> <li>✚ Most communication between the City and the customer will be done through Public Works Permit Operations and possibly with Traffic Engineering Services.</li> </ul>
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>✚ Traffic Engineering Services 720-865-3150. This contact is for new applications only</li> <li>✚ Parking Management 720-913-1720. This department issues citations for non-compliance.</li> </ul>
<b>Certificate of Insurance:</b>	<ul style="list-style-type: none"> <li>✚ Pursuant to the Denver <u>Revised Municipal Code</u>, Customers must submit to Public Works Permit Operations a <b>Certificate of Insurance</b> providing coverage for all occupancy in the ROW for the duration of the Permit. Specific coverage should include, but not be limited to, as stated below. Permits will not be issued without the <b>Certificate of Insurance</b>.</li> <li>✚ The City and County of Denver must be listed as an Additional Insured. See attached example.</li> <li>✚ The City and County of Denver must also be listed as the Certificate Holder.</li> <li>✚ The issuing insurance company will mail thirty (30) days written notice to the certificate holder in the event of policy cancellation.</li> </ul>
<b>Considerations:</b>	<ul style="list-style-type: none"> <li>✚ A detailed drawing of site, showing street, sidewalk and proposed parking spots with exact measurements must be submitted.</li> <li>✚ This parking permit type is available to renewal permits only. Permits are non-transferable. New applications generally are not accepted. However, applications will be evaluated on a case-by-case basis by the Public Works Traffic Engineering Services.</li> <li>✚ A sign is to be placed on adjacent building required and issued by PWPO. The permit sign must be installed so that it is visible from the street and properly updated. The current year decal must be visible to indicate payment of current fees.</li> <li>✚ The permittee assumes the responsibility of maintaining the parking area, marking the parking spaces, and maintaining proper liability insurance.</li> <li>✚ It is necessary to outline the parking spaces, with a white paint line five inches wide, that outlines each 8.5' feet by 17.5' feet parking space, and be setback at least 2 feet from the curb line.</li> <li>✚ A minimum of 5 feet walking surface must be maintained.</li> </ul>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>✚ Application goes to the Traffic Engineer for approval. Allow a minimum of 7 business days for this review.</li> </ul>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>✚ \$100.00 per space per year or \$1.50 per square foot per year. Pricing structure will be determined by the City &amp; County of Denver.</li> </ul>

Certificate Number:

PRODUCER	<b>CERTIFICATE OF INSURANCE</b>
	This Certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the policy. This certificate does not amend, extend or alter the coverage afforded by the policies described herein.
INSURED	<b>COMPANIES AFFORDING COVERAGE</b>
	COMPANY A
	COMPANY B
	COMPANY C
	COMPANY D

**COVERAGES** This certificate supersedes and replaces any previously issued certificate. This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT <input type="checkbox"/> _____ <input type="checkbox"/> _____				GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
					PERSONAL & ADV INJURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one Fire)	\$
					MED EXP (Any one person)	\$
					COMBINED SINGLE LIMIT	\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY:	\$
					EACH ACCIDENT	\$
					AGGREGATE	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>  THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATUTORY LIMITS	OTHER
					EA EACH ACCIDENT	\$
					EA DISEASE-POLICY UNIT	\$
					EA DISEASE-EACH EMPLOYEE	\$
	OTHER					



DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLE/SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO DEDUCTIBLES OR RETENSIONS)  
**Additional Insured: The City and County of Denver, its officers, officials, and employees.**

<b>CERTIFICATE HOLDER</b>  <b>City and County of Denver</b>  <b>Public Works Permit Operations</b>  <b>2000 W. Third Avenue, Room 107</b> <b>Denver, CO 80223</b>	<b>CANCELLATION</b> Should any of the policies described herein be cancelled before the expiration date thereof the insurer affording coverage will mail 30 days written notice to the certificate holder named herein, But failure to mail such notice shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.
	<b>Agents Signature</b>