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Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
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www.denvergov.org/PWPermits

Signage: Church Guide Signs Entrance Requirements

Authority:	Traffic Operations Engineer letter dated March 2002
Purpose:	To establish requirements for the installation of Church Guide Signs in the public right-of-way.
Purpose of this document:	This document is prepared to assist Public Works Permit Operations and the Public in the processing of a Public Occupancy Permit request for the placement of Church Guide Signs in the right-of-way.
Document Date:	July 5, 2002, Version 1.0
Permit Types:	<ul style="list-style-type: none"> Public Occupancy: Other
Customer Interface:	Most customer communication will be with Public Works Permit Operations.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> Public Works Permit Operations issues the Public Permits for Church Guide Sign placement on City-owned property. Public Works Right-of-Way Inspection & Neighborhood Inspection Service. Performs Right-of-Way inspection as appropriate. Public Works Traffic Engineering Services as appropriate

Considerations:	<p>Sign fabrication is the responsibility of customer, and not the City and County of Denver. The City & County of Denver, Department of Public Works permit authorizes Customer/Permittee the use of the public right-of-way and not for sign fabrication.</p> <p>All applicants must supply the following items for review prior to Permit Issuance to:</p> <p style="text-align: center;">Public Works Permit Operations 2000 W. 3rd Ave, Room 107 Denver, CO 80223-1027</p> <ol style="list-style-type: none"> A formal letter of request. Full color illustration showing the exact text of the proposed sign. Text should be limited to the church name, address, denomination and directional information. <ul style="list-style-type: none"> Sign plate shall be made of .08" thick aluminum with rounded corners. The preferred sign plate size is 18" in width by 24" in length. Sign post shall be a green u-channel with smooth edges. Sign and Post are to be installed so that the edges of the sign plate maintains a minimum of 7' clearance above the ground and 2' behind the curb Map showing the proposed locations of the Church Guide signs. NOTE: Signs must be placed on a separate post and may not block the view of any other traffic signs. Letters from adjacent property owners assuring the City and County of Denver that there are no objections to the placement of these signs in front of property owners' property. Certificate of insurance showing a minimum of \$300,000 of general liability
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	insurance.
Permit Fees:	<ul style="list-style-type: none"> No fee at this time.
Certificate of Insurance:	<p>Pursuant to the Denver <u>Revised Municipal Code</u>, Customer needs to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for all street furniture 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 Certificate of Insurance. Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees</i>. The City and County of Denver must also be listed as the Certificate Holder. In the Cancellation section of the Certificate of Insurance, please have your agent either remove or delete (or XXX) out the words <i>Endeavor to</i> so that this clause will read ... <i>the issuing company will mail thirty (30) days written notice to the certificate holder ...</i>”.</p>
Document Location:	Public Works Permit Operations and S:\Permit Counter Stuff\ROW Policies & Procedures\Entrance Requirements\Church Guide Signs Entrance Requirements 070502.doc