



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
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Special Events Entrance Requirements

Authority:	<p>Denver Revised Municipal Code:</p> <ul style="list-style-type: none"> ✚ Chapter 54, Section 41 “Authority of City Traffic Engineer” ✚ Chapter 54, Section 652 “Street Occupancy Permit Required” <p>Public Works Rules and Regulations Pertaining to the Issuance of Permits by the City Traffic Engineer</p>
Purpose:	Permits issued by Public Works Permit Operations are necessary for the closure of the Public Right-of-Way for outdoor special events.
Document Date:	December 28, 2008
Permit Types:	<ul style="list-style-type: none"> ✚ Revocable Street Occupancy Permit ✚ Parking Meter Covering Permit ✚ Public Occupancy Permit – See Banner Entrance Requirements for further information.
Permit Dates:	Dates desired by the customer and approved by DES Construction Engineering or PWPO.
Affiliated Departments and Customer Interface:	<ul style="list-style-type: none"> ✚ Denver Office of Cultural Affairs / Special Events Office - A public resource on all aspects of event production ✚ Public Works Permit Operations - Processes and issues permits. Reviews requests for reduced fees on Parking Meter covering Permits ✚ Development Engineering Services Construction Engineering - reviews and approves TCPs as part of the permit approval process. ✚ Traffic Engineering Services - reviews TCPs and aid in coordination on large scale events ✚ Excise and License – Issues various licenses for conducting business in the City of Denver. ✚ Parks and Recreation Department – Permits for use of Public Parks
Additional Contacts:	<ul style="list-style-type: none"> ✚ Denver Police Department and the Special Events Office must permit any parades, races, protests, etc. Contact the Special Events Unit of the Denver Police Traffic Operations Bureau at 720-865-6905. ✚ RTD – For closures that will affect an RTD route, the applicant must notify RTD of the event and closure. Contact RTD at 303-299-6676 or in person at 1900 31st St., Denver, CO 80216. ✚ Downtown Denver Partnership – For closures that will impact the 16th Street Mall, the applicant must notify the Downtown Denver Partnership at 303-534-6161 or in person at 511 16th St., 2nd Floor, Denver, CO 80202
Applying for a permit:	<p>Applications for Special Events that are received at least sixty (60) days before a Special Event shall be prioritized as to whether the applicant has had the same event in prior years. If the Special Event applicant has had an event that has occurred in the previous two (2) consecutive years on the same relative date and same relative location, the renewing Special Events applicant shall receive reservation priority for the current year.</p> <p>Permit requests for Special Events must submit the following:</p> <ul style="list-style-type: none"> ✚ A completed Special Event – Filming – Parking Meter Request Form which must include: <ul style="list-style-type: none"> ○ Name of the event ○ Contact name and phone number ○ Dates and hours of the requested closure ○ Location(s) of the requested closure ○ Parking Meter numbers and type of bagging being requested ✚ A letter from the Event organizer attesting that all residents/businesses in the affected area will be notified of the closure in advance along with other documentation of neighborhood support (letter from neighborhood organization, etc.) NOTE: Notification must include the area around the closure(s) that will be impacted by pedestrian and vehicle traffic. ✚ Submit a professional Traffic Control Plan in accordance with the MUTCD (Manual on Uniform Traffic Control Devices) showing all detours, sidewalks, parking lanes and travel lanes. A barricade company of the customer’s choosing usually does this. ✚ Copy of the 501(c)3 if requesting discounted meter bagging rates. NOTE: Events that charge participants a fee shall not be eligible for discounted parking meter bagging rates. ✚ Certificate of Insurance that additionally insures the City & County of Denver in the amount of \$1,000,000.00 combined single coverage.

Approval Process:	<ul style="list-style-type: none"> ✚ Public Works, Transportation Division, under the authority of the Traffic Engineer or Designee, is solely responsible for the issuance of all permits for the occupancy of the public right-of-way and collection of all appropriate fees. ✚ Traffic Engineering Services and Development Engineering Services will review the plans for the event. The review may contain modifications of the Traffic Control Plans (“TCP”) and may require the use of police officers. Upon completion of the review, the permit <i>may</i> be issued within 10 days. Large Events permits are typically issued approximately 8 to 10 weeks before the event. ✚ Public Works Permit Operations will review the requests for discounted parking meter bagging. The Parking Meter Covering Permit must be issued at the same time as the Street Occupancy Permit.
Fees:	<ul style="list-style-type: none"> ✚ Fees are determined by meter / kiosk location times the number of days. ✚ The fees for meters in the CBD and CCBD are \$25.00 per meter day and outside of the CBD and CCBD is charged \$15.00 per meter per day. Where Kiosks are used in place of a parking meter, the permittee will be charged \$25.00 per 20’ per day of parking lane in CBD and CCBD meter area and \$15.00 per 20’ per day in all other areas. The permittee must place “no parking” signs 24 hours prior to occupancy. ✚ Approved Charitable Organization Events are subject to a \$10.00 per meter processing fee. <p><i>For customers requesting bagging outside normal time frames, there is a minimum charge of \$220.00, based on a 4 hour time requirement</i></p>