



**DENVER**  
THE MILE HIGH CITY

# CITY AND COUNTY OF DENVER

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operation  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
Phone: (303) 446-3759  
Fax: (303) 446-3755  
[www.denvergov.org/pwpermits](http://www.denvergov.org/pwpermits)

## Temporary Sign Entrance Requirements

<b>Authority:</b>	<p><i>Denver Revised Municipal Code</i></p> <ul style="list-style-type: none"> <li>✚ Chapter 49, “Streets, Sidewalks &amp; Other Public Places”</li> <li>✚ Chapter 49, Section 437 ; Temporary Signs</li> </ul> <p>Rules &amp; Regulations:</p> <ul style="list-style-type: none"> <li>✚ <i>Minor Encumbrances Allowed in the Right-of- Way.</i></li> <li>✚ <i>Governing Item Placement Specifications</i></li> </ul>
<b>Purpose of Ordinance:</b>	The purpose of this document is to assist the customer in how to apply for and receive a permit for the placement of temporary signs in the right-of-way.
<b>Document Date:</b>	April 10, 2009
<b>Permit Types:</b>	<ul style="list-style-type: none"> <li>✚ Public Occupancy Permit</li> <li>✚ Street Occupancy Permit may be required to occupy the right-of-way during installation.</li> </ul>
<b>Permit Dates:</b>	<ul style="list-style-type: none"> <li>✚ Public Occupancy Permit: 01/01/YY – 12/31/YY. Permits will not be pro-rated for partial year terms.</li> <li>✚ Street Occupancy Permit may be required for placement of the sign. These permits are date specific and determined by the applicant.</li> </ul>
<b>Customer Interface:</b>	<p>Most customer interaction is with Public Works Permit Operations (PWPO).</p> <p>A Public Works Construction Engineering district inspector may work with the customer regarding sign placement.</p> <p>A Community Planning and Development, Neighborhood Inspection Services district inspector may work with the customer to ensure the property is in compliance with the “Denver Sign Code” for all existing signs.</p>
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>✚ Public Works, Development Engineering Services Construction Engineering for location review.</li> <li>✚ Community Planning &amp; Development, Neighborhood Inspection Services district inspector will work with the customer to ensure the property is in compliance with the “Denver Sign Code” for all existing signs.</li> <li>✚ Other departments and/or workgroups as deemed necessary by PWPO.</li> </ul>
<b>Definition:</b>	A <b>Temporary Sign</b> is a sandwich board type sign or signs mounted on an “H” type base that is not more than three foot above grade at its tallest point and is no wider than thirty inches at its widest point. (See attached diagram)
<b>Considerations for application</b>	<p><u>Sandwich Board Type Sign Design Requirements: (See attached diagram)</u></p> <ul style="list-style-type: none"> <li>✚ Sign may only advertise the establishment it is placed in front of and products and services sold or provided by that establishment, the sign may also have non-commercial messages.</li> <li>✚ Not more than three (3) feet above grade at its tallest point and not less than two (2) feet.</li> <li>✚ Not more than 30” wide at its widest point.</li> <li>✚ A chain connecting the legs of the sign must be placed at a minimum of 6” to maximum of 12” above the ground.</li> </ul> <p><u>Permittee Responsibilities:</u></p> <ul style="list-style-type: none"> <li>✚ Permittee shall assume full responsibility for any and all damages incurred to Utility Company facilities due to activities authorized by the permit. For the purposes of this permit, “Utilities” or “Utility Company” refers to any company, government entity, or agency that has legally installed utility facilities within the right-of-way. Utility Companies include, but are not limited to: Wastewater Management Division; Denver Water Department; Xcel Energy; Comcast Corporation; Metro Wastewater Reclamation District; and Qwest Corporation. Any and all replacement or repair of Utility Company facilities attributed to the work shall be made by the respective Utility Company at the sole expense of the Permittee. In the event Permittee’s facilities are damaged or destroyed due to the Utility Company’s repair, replacement and/or operation of its facilities, repairs will be made by the Permittee at its sole expense. Costs, if any, for the removal, relocation, replacement or rearrangement of Utility Company facilities shall be borne by the requestor. Existing telephone facilities shall not be utilized, obstructed or disturbed.</li> </ul>

	<ul style="list-style-type: none"> <li>✚ The property must remain in compliance with the Denver Sign Code for the duration of the permit or the permit shall be revoked and not issued for a period of one (1) year.</li> <li>✚ The permittee must agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).</li> <li>✚ <b>Maintenance and Repair:</b> Permittee shall maintain all temporary signs in a safe and clean condition at all times. Damaged or disfigured temporary signs shall be repaired or replaced immediately upon notification or discovery of such damage or disfigurement.</li> </ul>
<p><b>Application Process:</b></p>	<p>The Business Owner must submit to Public Works Permit Operations the following:</p> <ul style="list-style-type: none"> <li>✚ Temporary Signs in the Right-Of-Way application (attached)</li> <li>✚ A sketch of the temporary sign with dimensions to ensure compliance with the ordinance.</li> <li>✚ A <b>dimensioned</b> site plan which shows the exact location of where the sign will be located with ties to the building lines, the property line(s) and/or curb flow lines, door openings, including vertical clearances of all items occupying the encumbrance. This sketch should be as detailed as possible.</li> </ul> <p><u>Temporary Sign Placement Requirements:</u></p> <ul style="list-style-type: none"> <li>✚ Signs may only be located in any business, main street, industrial, R-MU-20, R-MU-30, or T-MU-30 zone district, except the CCN (Cherry Creek North) district, as defined and determined by chapter 59, DRMC.</li> <li>✚ Signs cannot interfere with the safe and clean passage of pedestrians.</li> <li>✚ The signs must be anchored to the right-of-way.</li> <li>✚ The placement of the sign must comply with the “Public Safety Criteria for Placement of News Racks” pursuant to 49-509 D.R.M.C.</li> <li>✚ No more than one (1) sign per street level business with direct street level access, per street front.</li> </ul> <p><b>Concrete and Sidewalk Placements:</b></p> <ul style="list-style-type: none"> <li>✚ If the location of the sign is on concrete then a drop in anchor must be used per the Rules and Regulations Governing Item Placement Specification. Since these signs must be removed daily wing or butterfly type screws may be used in the place of a bolt. (See attached diagrams)</li> <li>✚ For sidewalks 16 feet or greater in width, an 8 feet minimum clear path is required. The 8 feet is measured from the nearest obstruction (i.e. parking meter, street light, tree grate, etc...) For sidewalks less than 16 feet in width, a 5 feet minimum clear path must be maintained from the nearest obstruction.</li> </ul> <p><b>Landscaped Area Placements:</b></p> <ul style="list-style-type: none"> <li>✚ If the location of the sign is on a landscape area then a cork screw type pet stake may be used. It must be flush with the surface of the landscape and the sign must be anchored using a quick connect type attachment such as a carabiner (See attached diagrams).</li> </ul>
<p><b>Approval Process:</b></p>	<p>Initial Applications:</p> <ul style="list-style-type: none"> <li>✚ Please allow a minimum of 15 working days for the application review process.</li> <li>✚ Property must be in compliance with the Denver Zoning Code as it relates to signs.</li> <li>✚ Business Improvement Districts may notify the manager, in writing, that they do not want to have such signs permitted anywhere in their district, or they do not want such signs on any pedestrian mall in their district</li> </ul> <p>Application Renewal:</p> <ul style="list-style-type: none"> <li>✚ Current permits can be renewed on a walk-thru basis (some exceptions may apply.)</li> </ul> <p>This is a revocable permit and may be revoked without cause at the discretion of the Manager of Public Works.</p>
<p><b>Fees:</b></p>	<ul style="list-style-type: none"> <li>✚ \$ 50.00 Permit Fee beginning 01/01/2010</li> </ul>



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## Temporary Signs in the Right-of-Way Application (Sandwich Boards or 'H' frame)

Completed applications may be submitted by mail, in person, email or fax.

Mail or drop off your completed application to:

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Ave. Room 107  
Denver CO, 80223  
M-F 8AM – 4PM

Email your completed application in PDF format to: [pwpermits@denvergov.org](mailto:pwpermits@denvergov.org)

Fax your completed application to: 303.446.3755

**NOTE:** It is the applicant's responsibility to obtain approval from the **BID PRIOR** to submitting application.

Please allow 15 business days to process your application.

Application Date:			PWPO Staff Initials & Date Received:		
Business Property Address:					Zone District
Street	City	State	Zip		
Business Name:					

Business Owner Name:		Telephone #	Alternate Phone #	
Business Owner Full Mailing Address (if different from above):				
Street	City	State	Zip	

By signing this application as the Business Owner, I hereby certify and agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).

Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Printed name: \_\_\_\_\_



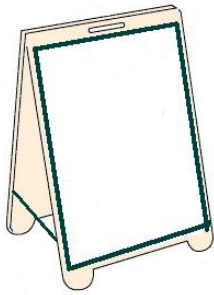
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**Sign Type (Please circle one)**



**Sandwich Board  
or 'A' Frame**



**'H' Frame**

**Other  
(Provide Sketch)**

**Sign design and layout.  
Include all language and graphics.**

**Site Plan**

# ENGINEERING DIVISION

Project / Subject **Temporary Signs**

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

Participants: \_\_\_\_\_

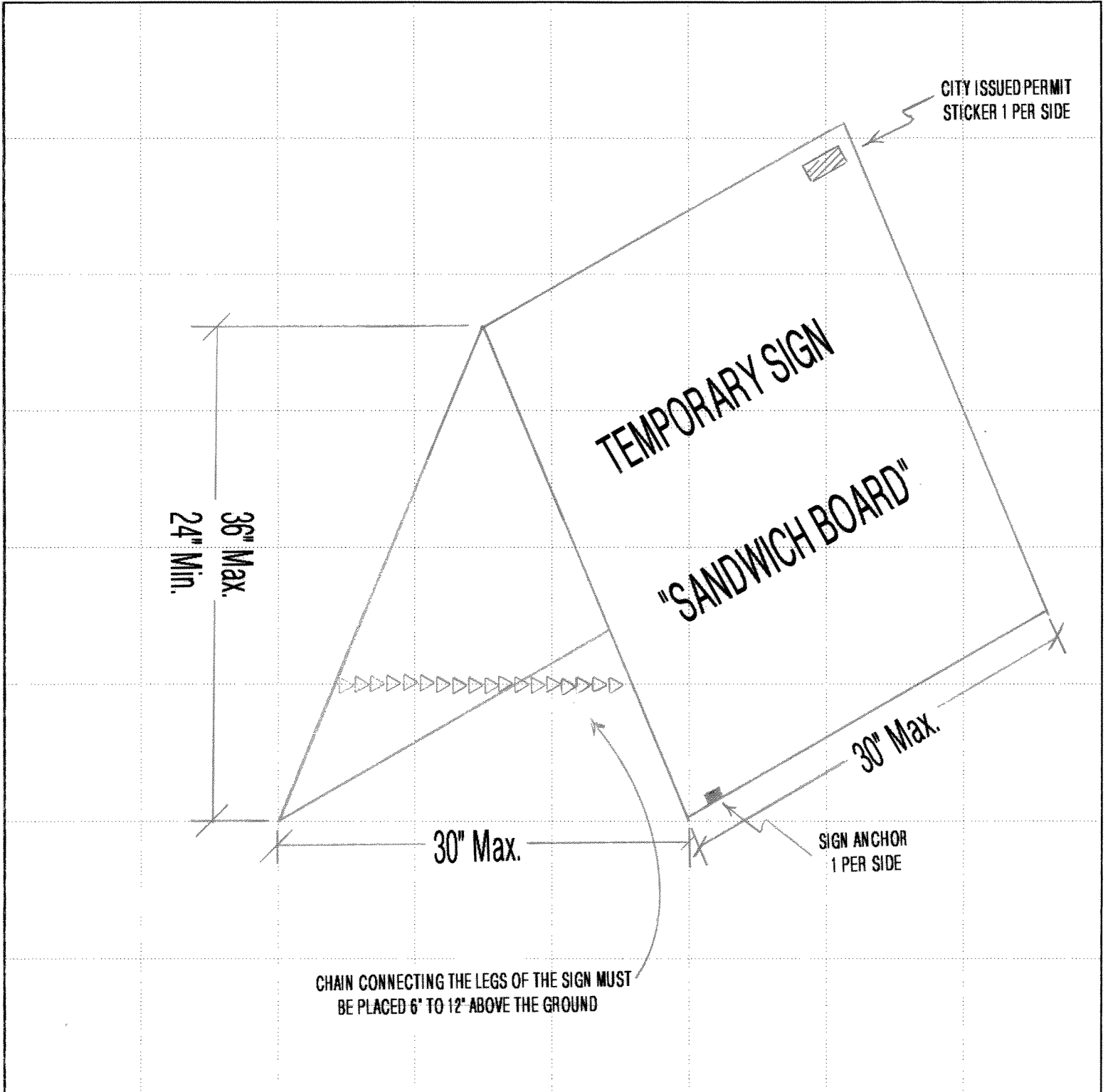
Meeting Notes

Phone Record

Distribution: \_\_\_\_\_

Memorandum

Decisions / Tasks / By Whom \_\_\_\_\_



# ENGINEERING DIVISION

Project / Subject **Temporary Signs**

Date:

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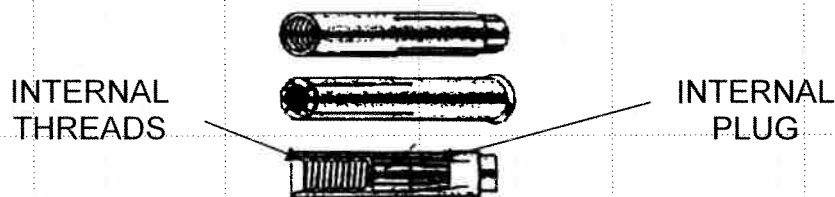
Distribution:

Memorandum

Decisions / Tasks / By Whom

## Temporary Sign Anchor Specifications For Concrete Surfaces

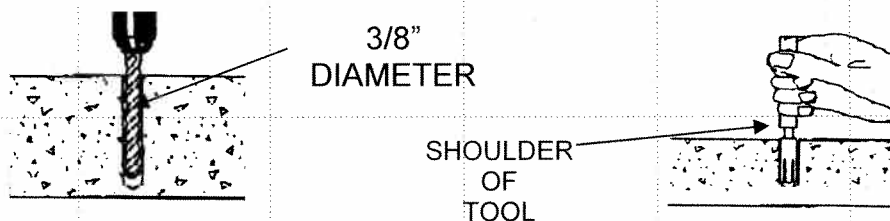
Public Works requires that signs be anchored to concrete using a steel drop-in anchor. The steel drop-in anchor is an all steel, machine bolt anchor available in carbon steel and two types of stainless steel.



The steel drop-in is an internally threaded expansion anchor complete with a pre-assembled integral expander plug. The anchor is expanded with a matching setting tool designed to protect the internal threads while driving the pre-fitted plug to the end of the anchor. The tapered plug is precisely matched to the internal configuration of the anchor body to develop maximum expansion against the walls of the hole. Each steel anchor has 4 slots on the leading end, which allows it to expand. During installation, as the steel plug is driven into the bottom of the anchor, the steel shell is forced outward in four directions compressing against the walls of the anchor hole.

### Installation Procedures

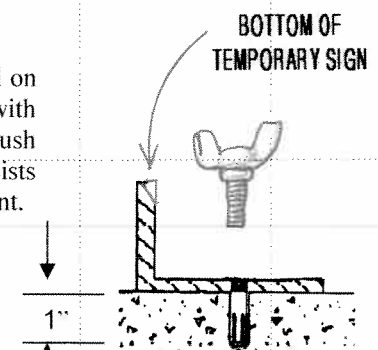
Drill a hole into the concrete to the depth of embedment required. The tolerances of the drill bit should meet the requirements of ANSI Standard B272.75. Do not over-drill the hole. Blow the hole clean of dust and other material.



Insert the anchor into the hole, and make the top flush with the surface. Using a power rawl setting tool, set the anchor by driving the tool into the anchor until the shoulder of the tool is sealed against the anchor.

### Anchoring Requirements

Each sign is required to be anchored to the concrete and use a minimum of two anchors placed on each side. The minimum size anchor allowed is 1/4" diameter. The drill bit diameter associated with that anchor is 3/8" and a minimum depth of 1" must be drilled. All anchors must be placed flush with the surface as stated above. A butterfly / wing type screw with a fender washer that resists rusting must be used to anchor the sign. The Engineer must approve variations of this requirement.



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Project / Subject **Temporary Signs**

Date:

Participants:

Meeting Notes

Phone Record

Distribution:

Memorandum

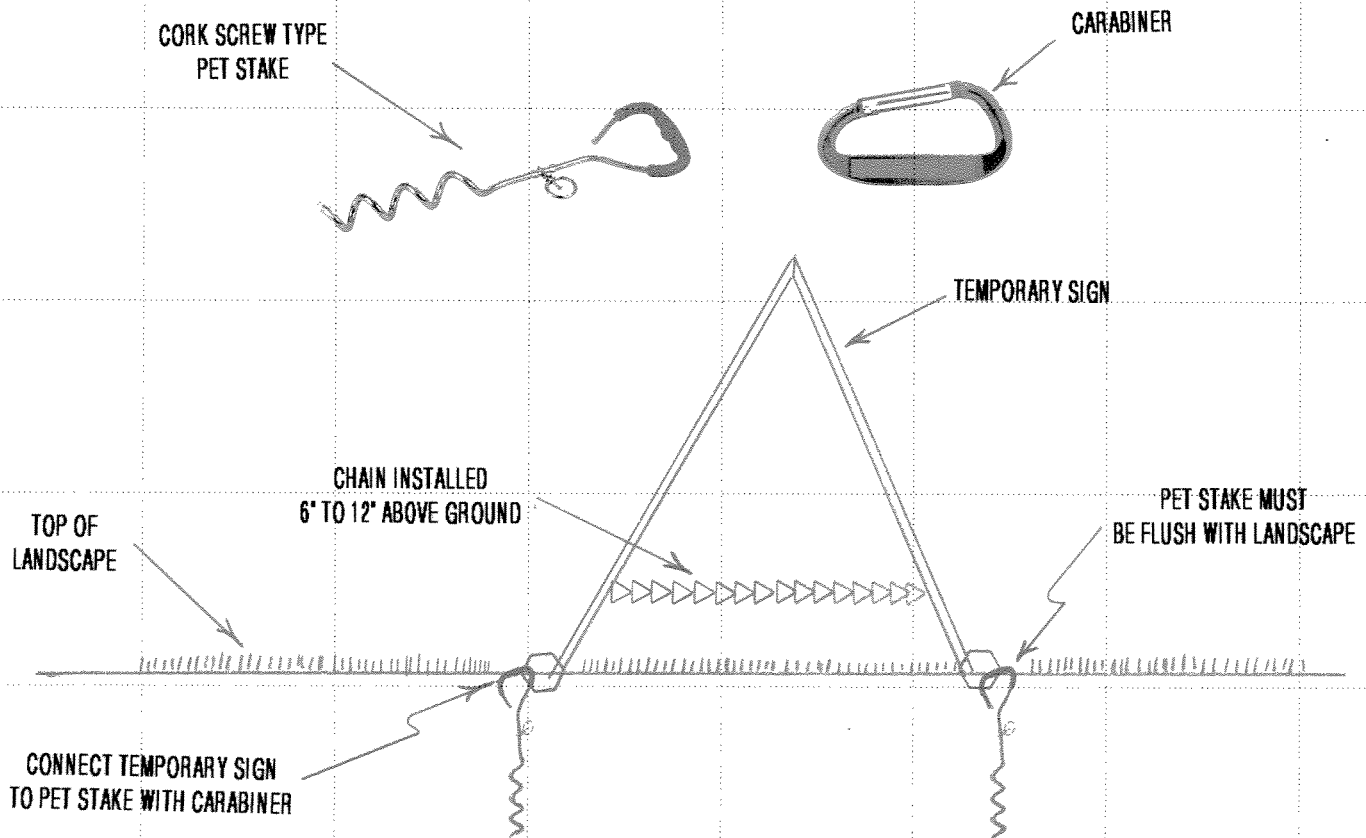
Decisions / Tasks / By Whom

## Temporary Sign Anchor Specifications For Landscape Surfaces

Public Works requires that signs be anchored to the landscape using a cork screw type pet stake or equivalent.

### Installation Procedures

Rotate the pet stake flush with the landscape allowing only the top section of the stake to be visible. Attach a carabiner to the top section and to the sign.





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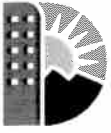
Application Date: 5/7/09		PWPO Staff Initials & Date Received:	
Business Property Address: 123 Main St. City Denver State CO Zip 80211			Zone District B1
Business Name: Joe's Diner			

Business Owner Name: Joe Lunch	Telephone # 303-123-4567	Alternate Phone # N/A
Business Owner Full Mailing Address (if different from above): Same as above		
Street	City	State Zip

By signing this application as the Business Owner, I hereby certify and agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).

Business Owner Signature: Joe Lunch Date: 5/7/09

Business Owner Printed name: JOE LUNCH

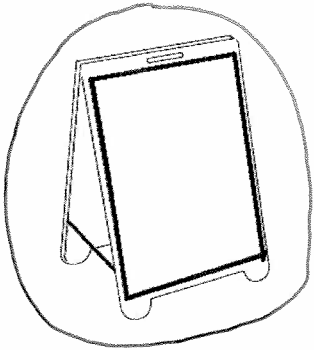


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Sign Type (Please circle one)



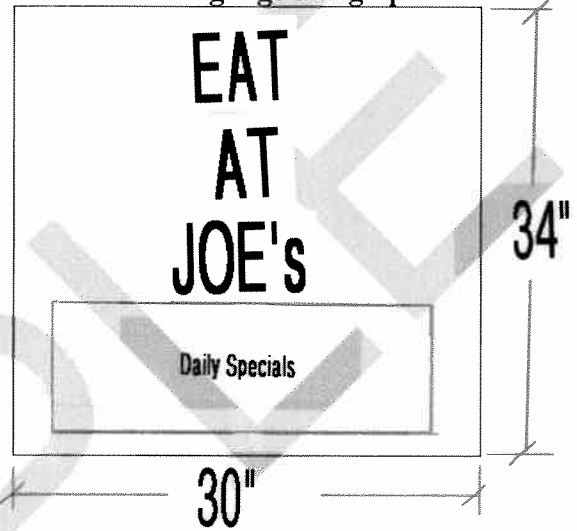
Sandwich Board  
 or 'A' Frame



'H' Frame

Other  
 (Provide Sketch)

Sign design and layout.  
 Include all language and graphics.



Site Plan

