



Temporary off-street parking permits for special events are issued to legally establish a temporary parking use, for a fixed period of time, with the intent to discontinue upon expiration of the permit. An allowed use is not legal until a permit has been issued by the City and County of Denver. Special event parking permits are valid only for the designated event or series of events as listed in the permit application; the permits are not transferrable. If the special event is in operation during business hours, the minimum required parking for the primary use on the zone lot must continue to be available.

Listed below are certain requirements for special event parking based on zone district. All special event parking permits are subject to limitations, as listed in the table at the top of page 2. Refer to the Denver Zoning Code (DZC) or Former Chapter 59 zoning code (FC 59) for specific use limitations and standards.

Regardless of zone district, all submittals must include a **Site Plan (S)**.

Residential Zone Districts (S)

Under the DZC, off-street parking for special events is permitted with limitations on zone lots having non-residential uses. An attendant must periodically inspect the lot.

Under FC 59, off-street parking for special events is permitted on zone lots that have a church, community center, or school in R-4 or R-4-X zone districts. An attendant must be present for the entire event.

Under both the DZC and FC 59, special event parking is subject to the following:

- the applicant must be the owner or authorized agent,
- the off-street parking area must be surfaced with all-weather material,
- the zone lot must be maintained in a manner that mitigates adverse impacts on the surrounding neighborhood,
- the property must be clean within 24 hours after use,
- permits are only valid for the year in which they are issued,
- permits expire at the end of the calendar year regardless of issue date, and
- violations can result in permit cancellation, with no new permits issued for six months.

DZC Mixed Use Commercial Zone Districts; FC 59 Business & Main Street Zone Districts - Developed Lots Containing a Structure (S)

Under both the DZC and FC 59, special event parking is subject to the following:

- the off-street parking area must have been legally established as Accessory Parking and surfaced with an all-weather material,
- the parking surface must be improved in accordance with DZC, Sec. 10.4.7 or FC 59, Sec. 59-585, and
- all dimensions, parking space arrangements, and drive aisles must comply with the requirements of DZC, Sec. 10.4.6 or FC 59 Article VI, Chart I.

FC 59 Business & Main Street Zone Districts - Vacant Lots (S)

Under both the DZC and FC 59, special event parking is subject to the following:

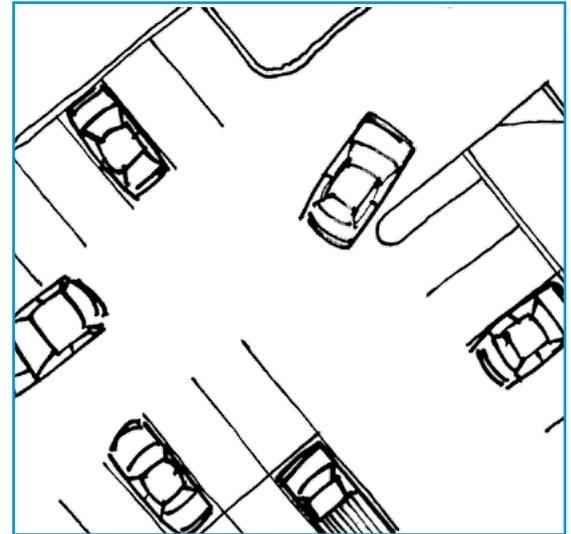
- the off-street parking area must be surfaced with an all-weather material, and
- all dimensions, parking space arrangements, and drive aisles must comply with the requirements of DZC, Sec. 10.4.6 or FC 59 Article VI, Chart I.

DZC Industrial/Open Space Zone Districts; FC 59 All Other Zone Districts (S)

The off-street parking area must be surfaced with an all-weather material, except in the O-1 and OS zone districts.

Signs in All Zone Districts (DZC and FC 59)

- Only one advertising or directional sign may be installed at each entry from the public street, and it is limited to 12 square feet.
- Each parking lot must have one sign (printed in 2-inch letters) that includes the owner's name, permit number, number of cars permitted, and the name of the event for which the permit is issued.
- The sign must be installed on the front property line.
- Signage related to the temporary parking cannot exceed a height of 6 feet.
- Signs may be placed in the setbacks but must only be installed during the event.



ARTICLE 13: DENVER ZONING CODE
DEFINITIONS OF WORDS, TERMS & PHRASES

Off-Street Parking Area: A storage area for motor vehicles, including parking spaces, drive aisles, and access routes.

Parking, Accessory: A specific type of accessory use, composed of surface or garage (structured) parking located on the same zone lot as the primary use such parking is required or intended to serve.

Parking Aisle: Parking "aisles" mean the part of the parking lot that directly abut parking stalls and are used for vehicular access to the parking stalls.

Parking, Commercial: An open, hard-surfaced area or structure, other than street or public way, to be used for the storage, for limited periods of time, of operable passenger automobiles and commercial vehicles, and available to the public, whether for compensation, free, or as an accommodation to clients or customers.

Parking, Tandem: The parking of 2 vehicles either end to end, vertically stacked, or front to back in a parking space, such that if both vehicles are parked, one vehicle must be moved in order for the other vehicle to exit the parking space.

Parking Space: A storage area for a motor vehicle that is directly accessible to an access aisle, street, or alley, and which is not located on a public right-of-way unless specifically permitted by this Code.

Parking, Surface: A storage area for motor vehicles that is not within a completely enclosed structure, including surface parking lot, deck parking and tuck-under parking.

FOR ADDITIONAL INFORMATION ALSO SEE:
GENERAL DESIGN STANDARDS ARTICLE 10



Applications are accepted at 201 W. Colfax, 2nd floor permit counter from 8am – noon (M-F) or save a trip and submit online.

A complete list of permit types, applications, and instructions can be found at www.denvergov.org/commercialzoning.

Complete applications can be emailed to zoning.review@denvergov.org.

If you have any questions, please leave a detailed message at (720) 865-3000.

Incomplete applications, including missing required plans, may be returned without processing.

Zoning approval does not necessarily mean city approval of your project.

SUBJECT PROPERTY/ZONE LOT			
Property Address:		Zone District (denvergov.org/zoning):	
Legal Description (www.denvergov.org/property):			
Property Owner as defined by DZC 13.3 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
PROPOSAL (MAY ALSO BE PROVIDED ON SITE PLAN OR SUBMIT A SEPARATE SHEET)			
Event Name:		Event Dates:	
Total Parking Spaces on the Zone Lot:		Special Event Parking Spaces Requested:	
Zone Lot Size:		Primary Use(s):	
APPLICANT (BUSINESS OWNER)/AGENT CONTACT INFORMATION (IF NOT PROPERTY OWNER)			
Applicant as described in DZC 12.3.3.1 or FC 59-2 (189)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
Agent (if different from applicant)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations. Plans must meet the minimum requirements as outlined in the individual guides. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with code regulations. It is recommended that plan submittals be completed by a qualified design professional. Visit www.denvergov.org/commercialzoning to view illustrations of sample plans.

Site Plan Requirements:

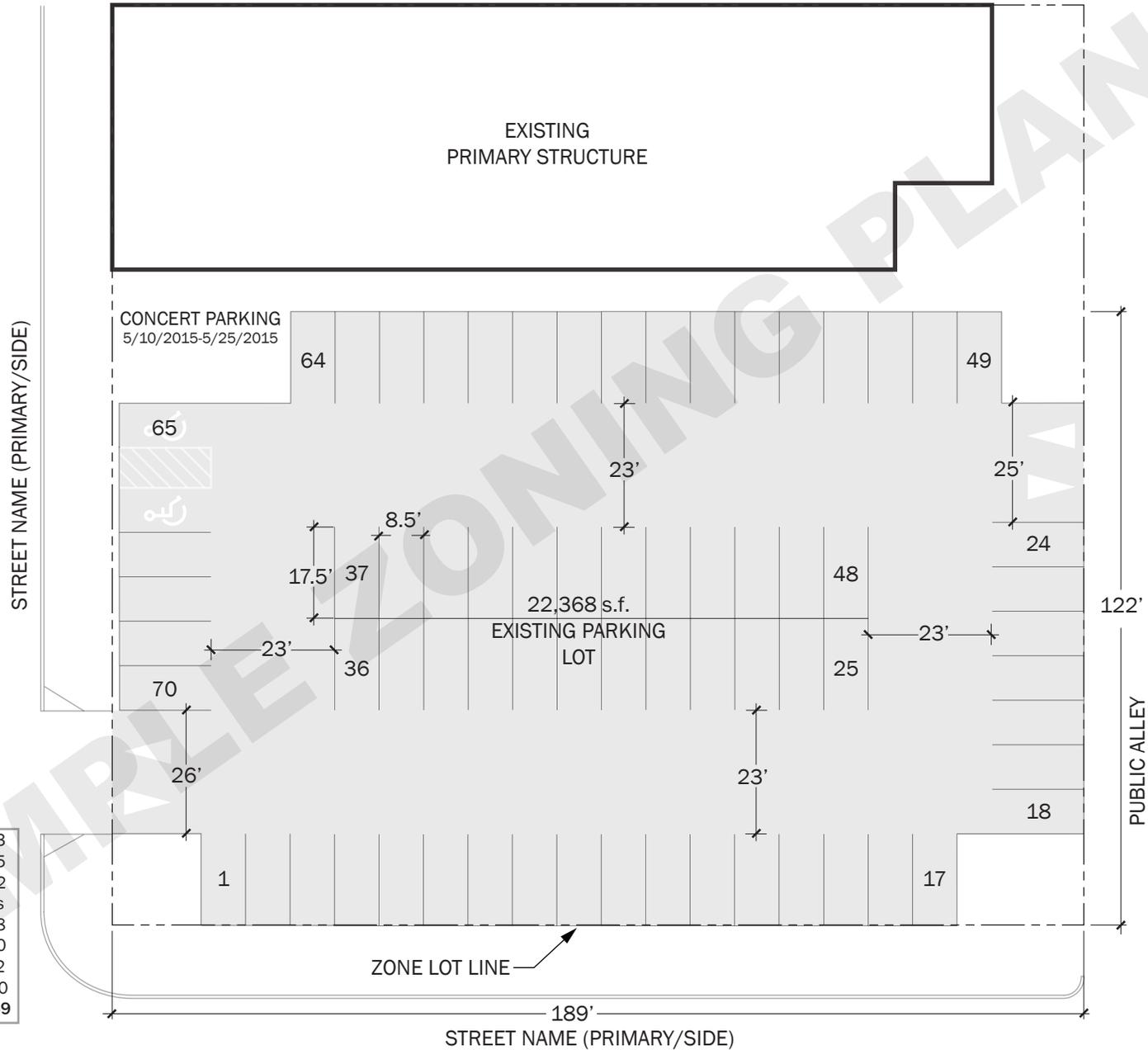
- Dimension overall parking lot
- Dimension typical parking stall width & depth
- Dimension all ingress, egress, and drive aisles
- Identify all existing structures on the zone lot
- Number all parking stalls
- Provide parking lot area in square feet
- Label all public streets and alleys
- Provide north arrow
- Provide common scale
- Provide site address
- Provide applicant/company name
- Provide date drawn
- Special Event Name
- Special Event Dates
- Identify all existing mechanical equipment (e.g. exterior structures such as transformers and ground mounted A/C units)

Site Legend

----- Zone Lot Line

Required Zoning Site Information

Zone District	G-MS-3
Zone Lot Size (Gross Area)	32,375
Existing Structure (GFA)	8,262
Primary Use(s)	Retail Sales
Standard Parking Spaces Provided	68
Compact Parking Spaces Provided	0
Accessible Parking Spaces Provided	2
Total Parking Spaces Provided	70
Special Event Parking Spaces Provided	49



SCALE 1"=30'
0 15 30 60

TENANT BUSINESS NAME
SITE ADDRESS
APPLICANT NAME
DATE