



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

Public Works Permit Operations
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Banner Entrance Requirements

Authority:	Chapter 49 Streets, Sidewalks and Other Public Ways, Article XIII Permanent Occupancy of Public Right-of-Way; Division 8 Signs; Section 49-437 Temporary Signs.
Purpose:	The purpose of this document is to provide guidance for the issuance of ROW Occupancy Banner Permits in the City and County of Denver.
Document Date:	May 31 st 2018
Permit Type:	Banners
Customer Interface:	All communications between the Customer and the City will be done through Public Works Permit Operations. Public Works Permit Operations Issues ROW Occupancy Banner & Street Occupancy permits.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> • DES Construction Engineering - Review of traffic control plans on arterial & collector streets. See DES Construction Engineering Inspector District Map for contact information. http://www.denvergov.org/content/dam/denvergov/Portals/730/documents/ConstructionInspection/inspection-district-map.pdf • Xcel Energy-Approval for use of Xcel Energy Owned Utility Poles Only. Pursuant to the Denver <u>Revised Municipal Code</u>, Xcel Energy requires the City and County of Denver provide a list of the poles to be used with grid numbers. Grid numbers can be found on the front of the pole, about eye level. If the grid number is not visible, describe the location of the pole (e.g. northbound Quebec 2 lights north of Colfax), and a picture of each style or type of pole the banners will be attached to. Xcel Energy will then work with their Standards Department to inspect the poles to make sure that the poles meet Xcel Energy's criteria and XCEL ENERGY WILL SET GUIDELINES FOR BANNER SIZE.
Certificate of Insurance:	<p>Customers need to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for all banners for the duration of the Permit. Permits will not be issued without the Certificate of Insurance. Please have your Insurance Agent include Xcel Energy and the City and County of Denver as Additional Insured as follows: Additional Insured: Xcel Energy, The City and County of Denver, its Officers, Officials, and Employees. The City and County of Denver must also be listed as the Certificate Holder.</p> <p>NOTE: Permittee will advise the City & County of Denver, Department of Public Works in writing, a minimum of thirty (30) days in advance of any insurance modification or cancellation.</p>
Considerations:	<ul style="list-style-type: none"> • ROW Occupancy Banner Permits must be applied for a minimum 45 days in advance of the requested date. • It is highly recommended that all banner permit requests, designs, and specifications be submitted to Public Works Permits as far in advance as possible. • Banners shall not be installed or removed during the hours of 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. Monday through Friday. • Banners must be event-specific including, but not limited to, religious, charitable, civic and festive occurrences; for conventions, for Christmas decorations; in celebration of some event of religious, national, state, or civic significance, or in honor of a visit from a person of note. • No banner or sign will be allowed to extend over a public street. • No advertising of a commercial nature shall appear in connection with any such decoration, however, up to five percent (5%) of the sign may be dedicated for the name or logo of a sponsoring organization. Variances of the (5%) restriction, up to 10%, may be considered by the Permit Supervisor if the applicant submits a letter of request detailing the need for the variance. • All signs, banners, or decorations shall be satisfactorily removed as required by the permits, otherwise, the removal bond shall be forfeited.

	<ul style="list-style-type: none"> • Requests for normal events for commercial sporting teams will not be allowed. However special events such as World Series, Stanley Cup, Etc. will be evaluated on a case by case basis. <p>Customers must obtain a letter of approval if requesting a banner permit from the following Local Maintenance Districts or Specialized Areas of the City.</p> <ul style="list-style-type: none"> • 16th Street Mall is initiated through the Downtown Denver Partnership 303-534-6161. • Larimer Square is initiated through the Larimer Square Management Corp. 303-534-2367. • California Street between 14th and 16th streets are initiated through the Denver Convention & Visitors Bureau at 303-892-1112. (Convention Services Dept.) • Denver International Airport must be initiated through DEN 303-342-2000. • Public Works has no authority to issue permits for Denver Parks and Recreation. Contact Parks and recreation at 720-913-1311. Banners purposed for installation on or adjacent to a designated parkway (see www.denvergov.org search designated parkways) must be reviewed by Denver Parks and Recreation • At the discretion of the Manager of Public Works or designee, the customer may be required to take down designated banners at customer's cost. • Local Maintenance Districts as described in the Denver Charter Section 7.7.1 are exempt from providing insurance since the district is performing functions as a local maintenance district.
Permits Required:	<ul style="list-style-type: none"> • Public Works Permit Operations will receive Xcel Energy's approval for pole use. • A ROW Occupancy Banner Permit is required to hang banners in the right-of-way. • A ROW Public Works Street Occupancy is required for the installation and removal of the banners. Customers must start this process by completing a ROW Public Works Street Occupancy Request Form and submit it with your Traffic Control Plans (TCPs) to Public Works Permit Operations.
Rates:	<ul style="list-style-type: none"> • ROW Occupancy Banner Permits are free to not-for-profits. • Street Occupancy Permit processing fee of \$50.00 for each banner permit.
Application and Approval Process:	<ul style="list-style-type: none"> • Summit a cover letter along with a ROW Public Works Street Occupancy request and Traffic Control Plan to Public Works Permit Operations at pwpermits@denvergov.org. • Design, proposed size, wording, requested period of time, specifications of installation, and location must have prior approval by the Public Works Permit Operations Supervisor or designee. • A letter of approval from Local Maintenance Districts or Specialized Area of the City (If Applicable). • All Traffic Control Plans must be approved by the Right-of-Way Staff Engineer prior to permit issuance. • Permission may also be needed from the Colorado Department of Transportation (CDOT) if a Customer desires to place banners along a state highway. • Additional permit review and/or approvals may be required as deemed appropriate by the City.
Dates:	<ul style="list-style-type: none"> • The duration of a ROW Occupancy Banner Permit will be Ninety (90) days. A longer time duration may be obtained with Xcel Energy's approval. This will be done on a case by case basis.

Bond:	A cash bond to the City and County of Denver is required to cover the removal of any banner in the amount of \$100.00 per banner. The bond is required to cover any expenses the City may incur in removing banners. A sample bond format is available on page three of this document. Accompany this bond with Attorney-In-Facts' authority from the surety to execute the bond, and public liability insurance naming the City as co-insured in the limits and form as approved by the Manager of Public Works and City Attorney.
Example:	The following example is intended to provide an understanding of format and content of a Bond as required by the City.

SAMPLE

BOND NO. _____
Premium

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal and _____, as Surety, are held and firmly bound unto the CITY AND COUNTY OF DENVER, STATE OF COLORADO in the penal sum _____, lawful money of the UNITED STATES for the payment of which well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20____. THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT ---

NOW, THEREFORE, if the said _____ shall save the City and County Of Denver harmless from all damages resulting from the removal of banners subsequent to the Revised Municipal Code 49-437, and as a cash bond to cover the cost of the removal of any banners that is in violation of this division.

This bond pursuant to and conditioned upon the provisions of Section 49-437 of the Revised Municipal Code.
SEAL _____

SECRETARY-TREASURER

By _____
SEAL _____
BY _____