



JOHN W. HICKENLOOPER
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

Public Work Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223
Phone: 303.446.3759
Facsimile: 303.446.3755
www.denvergov.org/pwpermits

Filming Occupancy Permit Entrance Requirements

Authority:	<ul style="list-style-type: none"> Office of Art, Culture & Film, <i>Film & TV</i> Rules & Regulations, December 1992 Revised Municipal Code Chapter 59, Section 38 (a) (13) "Filming Permits" Revised Municipal Code Chapter 54, Section 41 "Authority of City Traffic Engineer" Revised Municipal Code Chapter 54, Section 652 "Street Occupancy Permit Required" Revised Municipal Code Chapter 54, Section 517 "Parking Meter Sacking" Rules & Regulations Pertaining to the Issuance of Permits by the City Traffic Engineer
Purpose:	To allow the use of the Public Right-of-Way for Filming purposes
Document Date:	10/27/2004, Version 1.4
Permit Types:	<ul style="list-style-type: none"> Filming Street Occupancy Permit Parking Meter Covering Permit
Permit Dates:	Date Specific
Customer Interface:	<i>Most</i> communication between the City and the customer will be done through Public Works Permit Operations (PWPO).
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> The Denver Office of Cultural Affairs (DOCA), (303) 640-6945, does the initial approval and coordination of Filming Applications. Public Works, Development Engineering Services (DES) and in some cases Traffic Engineering Services (TES) review Traffic Control Plans (<i>if needed</i>) for compliance with the <i>Manual on Uniform Traffic Control Devices</i> (MUTCD). These departments also coordinate the dates and timing of closures on arterial and collector streets and alleys to ensure smooth traffic flows during rush hour traffic, special events, sporting events, etc. The Zoning Department of Community Planning and Development (CPD), (720) 865-3000, issues a Filming Permit to allow filming on private property. The Denver Police Department, Special Events Unit, (720) 865-6905, assists DES and TES in managing pedestrian and vehicular traffic and/or <i>may</i> issue independent permits The Parking Management Meter Shop provides services to cover and uncover parking meters to reserve the spaces for Filming purposes and interfaces directly with Public Works, Development Engineering Services. Denver Parks & Recreation, (720) 913-0700, issues permits to occupy areas of any City Parks, parkways, Parks-maintained land.

Fees:	<ul style="list-style-type: none"> Filming Street Occupancy Permits are issued free of charge. Parking Meter Covering Permits are issued with 2 free meter sackings; all additional requested metered spaces are charged at the standard rate.
Considerations:	<ul style="list-style-type: none"> Filming Street Occupancy Permits that require a Traffic Control Plan (TCP) require a minimum of 5 days for review. TCPs are required of the following applications: (a) Any TOTAL street closure (b) Any traffic lane closures on arterial or collector streets (c) Any TOTAL sidewalk closure (d) Any TOTAL alley closure. TCPs must comply with the MUTCD and be prepared by a barricade company or certified Traffic Control Supervisor. Parking Meter Covering Permits require a minimum of 3 days for approval, permit issuance and covering. The Denver Office of Cultural Affairs must approve all Filming Applications and will notify PWPO of the application approval. <i>Note: The Denver Office of Cultural Affairs approves the Application which is <u>not</u> an approval of permits from Public Works. Applicant must contact PWPO once the Application has been approved by DOCA to acquire the necessary permits from Public Works.</i> Permit Applicants must show evidence that they have notified the Registered Neighborhood Organization (RNO) prior to the issuance of any Filming Street Occupancy Permit. Access the following URL via the Internet at http://www.denvergov.org/neighborhoodorgs/orglist.asp to access the complete listing of RNOs. Applicant will need to provide to PWPO proof of neighborhood notification. If applicant wants meters to be covered, they must provide PWPO a listing of all meter numbers desired. The numbers are posted on each meter. The Permit holder must maintain a minimum of 5' pedestrian clearance on sidewalks unless permitted for total closure for all areas except in the Central Business District which requires 10' pedestrian clearance. Downtown Denver Partnership, (303) 534-2803, must be notified of any Filming done on or adjacent to the 16th Street Mall. Larimer Square, (303) 685-8154, must be notified of any Filming done on or adjacent to the 1400 block of Larimer Street. Cherry Creek North, (303) 394-2904, must be notified of any Filming done in the Cherry Creek North Business area (1st Ave to 3rd Ave, from University Blvd to Steele St). Additional Permits may be required from CPD/Zoning, Parks & Recreation, the Denver Police Department, RTD, and/or other City departments.
Interval and Approval Process:	<p>PWPO and/or DES & TES will review the Filming Application and Traffic Control Plans (if required). Permit approval require:</p> <ul style="list-style-type: none"> Meter Covering Permit requests require 3 business days. Street Occupancy permits that do not require a complete street, alley or sidewalk closure require 3 business days; those that require a closure and/or are for an arterial or collector street require 5 business days as detailed above in <i>Considerations</i>.
Document Location:	S:\Permit Counter Stuff\ROW Policies & Procedures\Entrance Requirements\MS DOC format\Filming Occupancy 102704.doc