



**DENVER**  
THE MILE HIGH CITY

# CITY AND COUNTY OF DENVER

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
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## Signage: Guide Signs Entrance Requirements

<b>Authority:</b>	Traffic Operations Engineer letter dated March 2002
<b>Purpose of Authority:</b>	To define the process of applying for a Public Occupancy Permit for the placement of Church Guide Signs in the right-of-way.
<b>Document Date:</b>	10/28/2008
<b>Permit Types:</b>	Public Occupancy: Other
<b>Customer Interface:</b>	Most customer communication will be with Public Works Permit Operations.
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li> Public Works Permit Operations: Issues Public Permits for Church Guide Sign placement on City-owned property.</li> <li> Public Works Right-of-Way Inspection &amp; Neighborhood Inspection Service: Performs Right-of-Way inspection as appropriate.</li> <li> Public Works Traffic Engineering Services as appropriate</li> </ul>
<b>Considerations:</b>	<p>All applicants must supply the following items for review to:</p> <p style="text-align: center;"><b>Public Works Permit Operations</b> <b>2000 W. 3<sup>rd</sup> Ave, Room 107</b> <b>Denver, CO 80223-1027</b></p> <ul style="list-style-type: none"> <li> A formal letter of request.</li> <li> Full color illustration showing the exact text of the proposed sign. <ul style="list-style-type: none"> <li>○ Text should be limited to the name, address, denomination for Churches – not needed for other directional signs. <ul style="list-style-type: none"> <li>▪ Sign plate shall be made of .08” thick aluminum with rounded corners. The preferred sign plate size is 18”in width by 24” in length.</li> <li>▪ Sign post shall be a green u-channel with smooth edges. Sign and Post are to be installed so that the edges of the sign plate maintains a minimum of 7’ clearance above the ground and 2’ behind the curb</li> </ul> </li> </ul> </li> <li> Map showing the proposed locations of the Guide signs. <ul style="list-style-type: none"> <li>○ NOTE: Signs must be placed on a separate post and may not block the view of any other traffic signs.</li> </ul> </li> <li> Letter(s) from adjacent property owners assuring the City and County of Denver that there are no objections to the placement of these signs in front of property owners’ property.</li> <li> Applicant is responsible for placement &amp; maintenance of the sign and pole once approved.</li> </ul>
<b>Permit Fees:</b>	No fee at this time.
<b>Certificate of Insurance:</b>	A Certificate of Insurance is not required, however any person who places an encumbrances in the right-of-way agrees that the act of doing so acknowledges the duty to hold the City harmless and indemnify the City from any damages or claims arising out of said placement ( <u>Denver Revised Municipal Code § 49-251</u> ).