



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

Public Works Permit Operations
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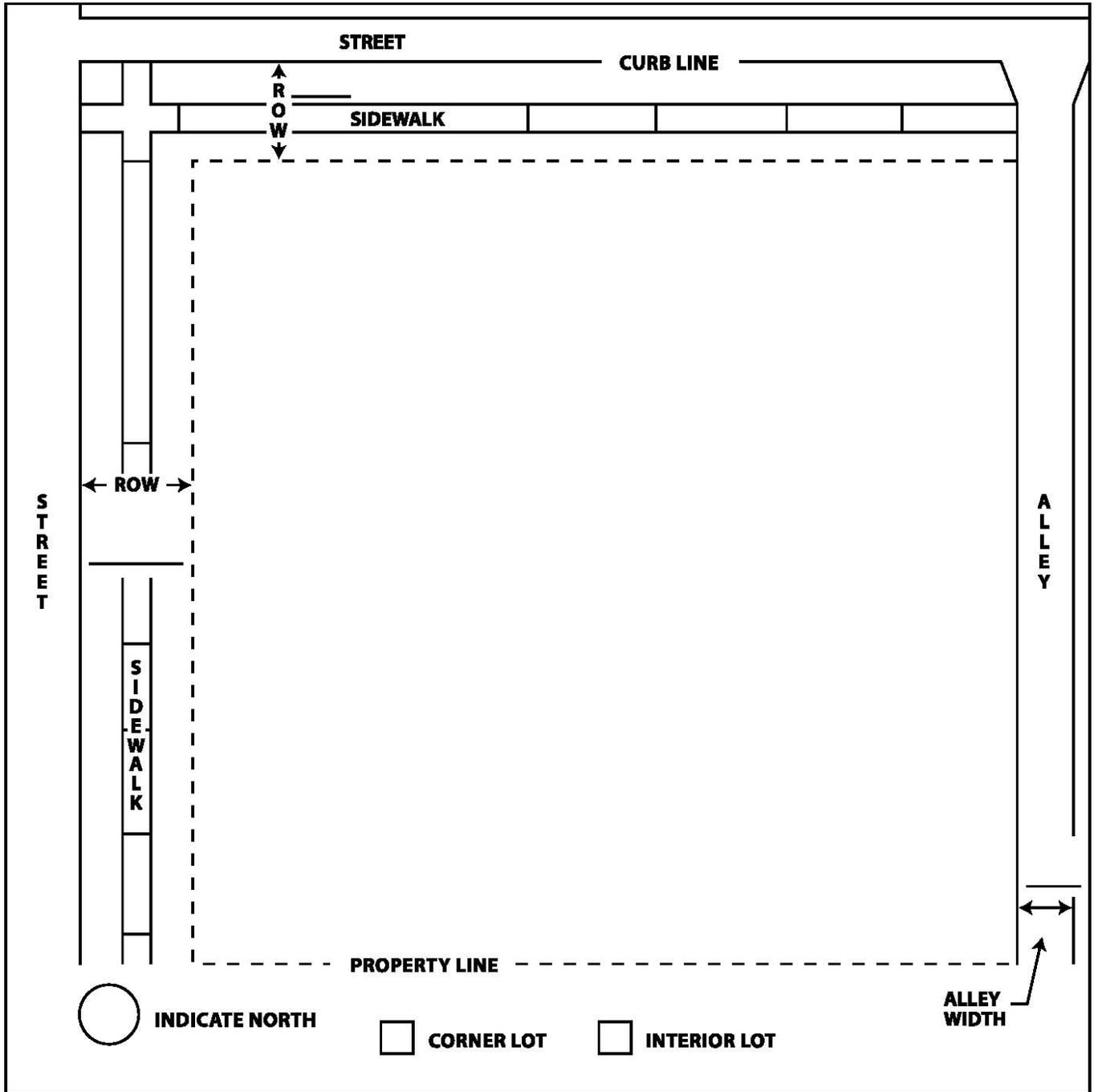
Street Furniture and Tables, Chairs & Railings Entrance Requirements

Authority:	<p><i>Denver Revised Municipal Code</i></p> <ul style="list-style-type: none"> ✚ Chapter 49, “Streets, Sidewalks & Other Public Places” ✚ Chapter 49, Sections 531-537; Miscellaneous Street Furniture <p>Rules & Regulations:</p> <ul style="list-style-type: none"> ✚ <i>Issuance of Permits by the City Traffic Engineer and Issuance of Bus Bench, Bus Shelter and Kiosk Revocable Permits in the Public Right-of-Way.</i> ✚ <i>Minor Encumbrances Allowed in the Right-of-Way.</i>
Purpose of Ordinance:	The purpose of this document is to assist the customer in how to apply for and receive a permit for Miscellaneous Street Furniture and/or Table, Chairs & Railings.
Document Date:	December 28, 2008
Permit Types:	<ul style="list-style-type: none"> ✚ Public Occupancy Permit for Street Furniture ✚ Street Occupancy Permit for occupying the right-of-way during installation. ✚ Construction Permit (<i>if doing any construction activities in preparation for the occupancy</i>)
Permit Dates:	<ul style="list-style-type: none"> ✚ Public Occupancy Permit: 03/01/YY – 02/28/YY. Permits will not be pro-rated for partial year terms. ✚ Street Occupancy Permit for construction and placement is date specific and determined by the applicant. ✚ Construction Permit Term is date specific and is determined by the applicant. ✚ Zoning Special Use Permit. <i>See Affiliated Departments below.</i>
Customer Interface:	Most communication for the customer is done through Public Works Permit Operations (PWPO) and Public Works Construction Engineering district inspector that will interface with the applicant for placement and construction.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> ✚ Public Works, Development Engineering Services Construction Engineering for location and/or construction activities review. ✚ Community Planning & Development, Zoning Division for <i>Zoning Use Permit</i>. ✚ Other departments and/or workgroups as deemed necessary by PWPO. ✚ Downtown Denver Partnership for requests for permits on the 16th Street Mall.
Considerations:	<p><u>Definitions</u></p> <ul style="list-style-type: none"> ✚ Miscellaneous Street Furniture may include: Bike Racks; Benches; Planters, Table, Chair, Railings; Other. Information for minor encumbrances is available at www.denvergov.org/PWpermits ✚ Applicant should understand the Department of Public Works Rules & Regulations: <i>For Minor Encumbrances Allowed in the Right-of-Way</i> prior to submitting application and required application documents. <p><u>Associated Requirements and Permit Notes</u></p> <ul style="list-style-type: none"> ✚ A Construction Permit will be required as deemed by PWDES Construction Engineering for construction-related activities in the public right-of-way. ✚ Encumbrances cannot interfere with the safe and clean passage of pedestrians. ✚ This is a revocable permit and may be revoked without cause at the discretion of the Manager of Public Works. The Permittee shall fully comply with the provisions of Article IV (Prohibition of Discrimination in Employment, Housing and Commercial Space, Public Accommodations, Educational Institutions and Health and Welfare Services) of Chapter 28 (Human Rights) of the

	<p>Revised Municipal Code of the City and County of Denver. The failure or refusal to comply with any provision of this Ordinance shall be a basis for revocation of this permit.</p> <p>✚ 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.</p> <p><u>Some limitations are:</u></p> <p>No miscellaneous street furniture may be mounted or attached to any privately owned street furniture or utility pole without written permission.</p> <p>Railings must be attached to the sidewalk at the existing grade. No changes to the existing grade of the sidewalk will be allowed under the terms of this permit.</p> <p><u>Maintenance and Repair:</u></p> <p>Permittee shall maintain all miscellaneous street furniture in a safe and clean condition at all times. Damaged or disfigured miscellaneous street furniture shall be repaired or replaced immediately upon notification or discovery of such damage or disfigurement.</p> <p><u>Tables, Chairs, Railings:</u></p> <p>The installation of any railing or replacement of railings will be done in accordance with the semi-permanent railing specifications as described by Public Works, DES Construction Inspection. <i>See Attachment 2 to this document for guidelines.</i></p> <p>Access, railings, door and gate hardware will comply with the American Disabilities Act Standards. If the sidewalk is 21 feet wide or greater a minimum of 8 feet of clear sidewalk must be provided. If less than 21 feet a minimum of 5 feet of clear sidewalk must be provided.</p>
<p>Application Process:</p>	<p>The Property Owner and/or Agent for the Owner must submit an application letter to Public Works Permit Operations.</p> <ul style="list-style-type: none"> ✚ The application letter must include the following information: <ul style="list-style-type: none"> ○ The Property Owner <u>and</u> Agent for the Owner’s name, address, telephone number, fax number, and e-mail address. ○ An itemized list of each item to be covered in the Permit. ○ An explanation of why the public right-of-way must be utilized to accomplish the proposed project. ✚ A site plan showing property line(s), building line and/or curb flow lines as well as showing all dimensions and the square footage of the encumbrance. <i>See Attachment 1 to this document which is a sample Site Plan example that can be used for submission.</i> ✚ A dimensioned site plan which shows the height, width and length of each item with ties to the building lines, the property line(s) and/or curb flow lines, including vertical clearances of all items occupying the encumbrance. This site plan should be as detailed as possible. ✚ A copy of the Community Planning & Development Zoning Administration <i>Application for Use Permit</i>. This is required whether Zoning has approved or denied the Use Permit. ✚ The initial processing fee, as detailed in the Fees section of this document.

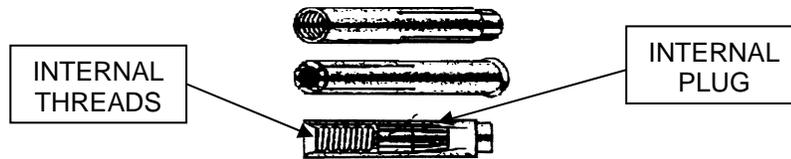
	<p><u>On the 16th Street Mall:</u></p> <ul style="list-style-type: none"> ✚ Requests for permits for businesses on the 16th Street Mall should be made to the Department of Public Works through the Downtown Denver Partnership Business Improvement District (DDPBID). If the application is approved, Public Works Permit Operations will issue a Sidewalk Café permit and distribute it to the applicant via the DDPBID. Fees for these permits are listed in the Rules & Regulations: For Vending On the 16th Street Pedestrian and Transit Mall available at http://www.denvergov.org/admin/template3/forms/16thstmallvend.pdf
Approval Process:	<ul style="list-style-type: none"> ✚ Please allow at least 5 working days for permit review process for initial applications. ✚ A copy of the Certificate of Insurance is required to obtain the Public Occupancy Permit prior to issuance. ✚ Renewals of current permits generally can be done on a walk-thru basis. (Some exceptions apply)
Certificate of Insurance:	<p>Pursuant to Chapter 49 of the Denver Revised Municipal Code, Section 49-357 and/or Section 49-463, Permittee must maintain insurance in force consistent with the requirements of the code for the term of this Permit.</p> <p>An insurance policy shall naming the City and County of Denver Manager of Public Works, as an Additional Insured, with minimum limits of coverage of \$250,000/\$500,000 for bodily injury and \$10,000 for property damage, naming the location/address of the encroachment on public property for which permit is issued. (or the Physical address) The insurance certificate must be maintained as stated on the permit. Non-compliance will render the permit void susceptible to permit revocation and the aforesaid encroachment(s) shall forthwith be removed.</p>
Fees:	<ul style="list-style-type: none"> ✚ \$ 150.00 Initial Processing Fee (non-refundable) ✚ \$ 100.00 Annual Fee per location ✚ Construction permit fees as determined by PWDES Construction Engineering based on the current <i>Schedule of Fees</i>. Fees are subject to change and are available on our website www.denvergov.org/des ✚ Checks or Money Orders must be made payable to <i>Manager of Revenue</i>.

Attachment 1 to *Street Furniture and Tables, Chairs & Railings Entrance Requirements*: Sample Site Plan to be used to accompany application letter



Attachment 2 to Street Furniture and Tables, Chairs & Railings Entrance Requirements: BOLTS - ANCHOR SPECIFICATIONS¹

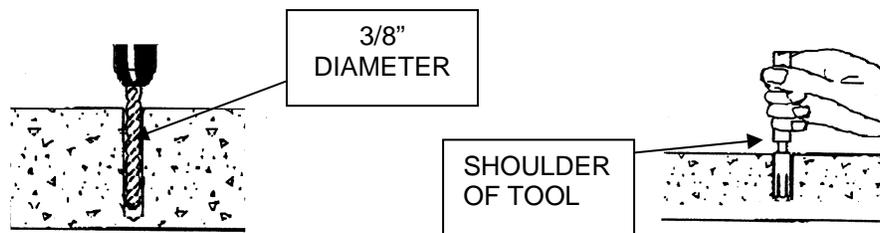
All Items must be anchored to concrete using a steel drop-in anchor. The steel drop-in anchor is an all steel, machine bolt anchor available in carbon steel and two types of stainless steel.



The steel drop-in anchor 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

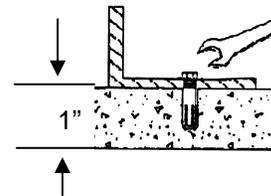
Drill a hole into the concrete to the depth of embedment required. The tolerances of the drill bit should meet the requirements of ANSI Standard B272.75. Do not over-drill the hole. Blow the hole clean of dust and other materials.



Insert the anchor into the hole, and make the top flush with the surface. Using a power awl 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 Item is required to be anchored to the concrete. Use a minimum of two anchors, placed diagonally to each other. 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. The maximum size anchor allowed is 1/2" diameter. In no case will 3/4" or greater holes be allowed in concrete areas or pads on public rights-of-way. All anchors must be placed flush with the surface as stated above. A bolt with a fender washer that resists rusting must be used to anchor the Item. The Engineer must approve variations of this requirement.



BOLTS - EXEMPTION

In unique situations, the "Manager" may approve alternative designs to the Bolts – Anchor Specifications, based on the following guidelines. The Permittee requesting an exemption must submit a complete request packet (5 parts below) for each location requested.

¹ [Ord. 49-509 (6), 49-550.17 (6), etc. for violations]