



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
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Phone: (303) 446-3759
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www.denvergov.org/pwpermits

General Traffic Control Procedures for Street/Public Occupancy Permits

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| Authority: | <ul style="list-style-type: none"> ✚ <i>Part VI Standards & Guidelines for Traffic Controls for Street & Highway Construction, Maintenance, Utility, and Incident Management Operations.</i> ✚ U.S. Department of Transportation: Federal Highway Administration. 1988 Edition of MUTCD, Revision 3. 1998. |
| Purpose of Traffic Control Plan: | The purpose of traffic control devices and warrants for their use is to provide safety for motorists, pedestrians, workers, and enforcement/emergency personnel and equipment. |
| Document Date: | October 31, 2008 |
| Permit Types: | Street Occupancy permits for use of any portion of the public right of way. |
| Description of Public Right of Way: | Within the right-of-way are found streets, alleys, storm drainage, sanitary and storm sewer piping, sidewalks, landscaping/tree lawns, utilities, medians and street furniture, etc. and is typically the land area between private properties. |
| Permit Dates: | <ul style="list-style-type: none"> ✚ By customer request ✚ See requirements for specific/special permit type(s) |
| Customer Interface: | <ul style="list-style-type: none"> ✚ Public Works Permit Operations – Issues Public & Street Occupancy permits. 303-446-3759 ✚ DES Construction Engineering – Review of traffic control plans on arterial & collector streets. See DES Construction Engineering Inspector District Map for contact information. |
| Affiliated Departments & Agencies, and Roles: | <ul style="list-style-type: none"> ✚ Public Works Permit Operations processes and issues permits and may review residential permits ✚ Development Engineering Services Construction Engineering Engineers reviews and approves TCPs as part of the permit approval process. ✚ Public Works Transportation Engineering Services reviews TCPs which are part of a large event or development. ✚ Development Engineering Services Construction Engineering Engineers reviews and approves TCPs as part of the permit approval process. ✚ Public Works Permit Operations processes and issues permits and may review residential permits. ✚ Denver Office of Cultural Affairs, Special Event Task Force 720-865-4311 ✚ Parks & Recreation permits for proper retention of trees in the right-of-way 720-913-0700 ✚ Contractor Licensing issues licenses to work in the Right-of-Way 720-865-2770 |
| Additional Contacts: | Barricade company of choice to draw the Traffic Control Plans (TCP) for arterial &/or collector streets, large scale projects and to supply the required traffic control devices. NOTE: For most residential areas a typical TCP can be utilized and can be provided by PWPO. |
| Considerations: | <p>Street Occupancy Request Form</p> <p>Form must be completely & legibly filled out and must include:</p> <ul style="list-style-type: none"> ✚ Company name & phone number ✚ Company address ✚ Occupancy location (Include an Assessor-Assigned address) ✚ Must include date(s) of proposed work, include beginning & end dates ✚ Requested work hours ✚ Contact name & number ✚ Contractors license number ✚ City project, include city department, project number, and Contract Manager's name, if applicable. ✚ Nature of work (paving, tree trimming, sidewalk repair, etc.) ✚ Size of any & all proposed street &/or alley cuts ✚ Parking Meter numbers |

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| | <p>Traffic Control Plan</p> <p>The current road conditions with correct depiction of current road alignment(s) must be included and must include:</p> <ul style="list-style-type: none"> ✚ North direction ✚ Road geometry ✚ Striping ✚ Traffic controls (stop signs, traffic signals) ✚ All Parking and Travel Lane assignments ✚ Speed limit of road ✚ Sidewalks ✚ Location(s) of all Bus stops ✚ Location(s) and numbers of all meters ✚ Location(s) and description of ALL posted signage ✚ Tree lawns ✚ Bike Racks ✚ News &/or drop boxes <p>The proposed closure(s) must follow the current MUTCD for controlling traffic flow and street closures and show:</p> <ul style="list-style-type: none"> ✚ Taper Lengths ✚ Advanced warning signage by type, their placement locations and distances between signs ✚ Arrow board (if closing one or more lanes of traffic) ✚ Proper sidewalk closure (if applicable) ✚ Length/width of the work zone ✚ If the lanes will be reduced during road work include width of the Reduced travel lanes |
| <p>Approval Process:</p> | <ul style="list-style-type: none"> ✚ Occupancy of Arterial and Collector streets must be reviewed and approved by DES Construction Engineering engineers prior to permit issuance. ✚ DES Construction Engineering Engineers will red line the original submittal as necessary ✚ Minimal review interval is 72 business hours for non-emergency service. ✚ Construction Engineering Inspectors approve work on local residential streets and alleys. ✚ Public Works Permit Operations may approve work on local residential streets and alleys at the counter if the Construction Engineering inspector is not available. |
| <p>Fees:</p> | <p>Standard Fees</p> <ul style="list-style-type: none"> ✚ \$50 permit issuance and inspection fee PLUS the Street Occupancy permit fees. <i>NOTE:</i> Standard fees are based upon the category of street or alley, linear footage of occupancy and types of lane closures required. The fees are listed in the DES Schedule of Fees & also on the Street Occupancy Fee Calculation Worksheet. ✚ Specialized permit type fees are listed in the Requirements for the particular permit type. <p>Non-Standard Fees</p> <ul style="list-style-type: none"> ✚ Re-Application Fee (for any TCP that is denied for accuracy/compliance with MUTCD) \$100 ✚ Unauthorized Closure Fee (or reinstatement of revoked permit) up to \$500 per day of non-compliance ✚ Non-Standard Time Frame Fee (any request outside of normal process) \$500 <p>Make checks payable to Manager of Finance</p> |