



**DENVER**  
THE MILE HIGH CITY

# CITY AND COUNTY OF DENVER

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operation  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
Phone: (303) 446-3759  
Fax: (303) 446-3755  
[www.denvergov.org/pwpermits](http://www.denvergov.org/pwpermits)

## Temporary Sign Entrance Requirements

<b>Authority:</b>	<p><i>Denver Revised Municipal Code</i></p> <ul style="list-style-type: none"> <li>✚ Chapter 49, “Streets, Sidewalks &amp; Other Public Places”</li> <li>✚ Chapter 49, Section 437 ; Temporary Signs</li> </ul> <p>Rules &amp; Regulations:</p> <ul style="list-style-type: none"> <li>✚ <i>Minor Encumbrances Allowed in the Right-of- Way.</i></li> <li>✚ <i>Governing Item Placement Specifications</i></li> </ul>
<b>Purpose of Ordinance:</b>	The purpose of this document is to assist the customer in how to apply for and receive a permit for the placement of temporary signs in the right-of-way.
<b>Document Date:</b>	April 10, 2009
<b>Permit Types:</b>	<ul style="list-style-type: none"> <li>✚ Public Occupancy Permit</li> <li>✚ Street Occupancy Permit may be required to occupy the right-of-way during installation.</li> </ul>
<b>Permit Dates:</b>	<ul style="list-style-type: none"> <li>✚ Public Occupancy Permit: 01/01/YY – 12/31/YY. Permits will not be pro-rated for partial year terms.</li> <li>✚ Street Occupancy Permit may be required for placement of the sign. These permits are date specific and determined by the applicant.</li> </ul>
<b>Customer Interface:</b>	<p>Most customer interaction is with Public Works Permit Operations (PWPO).</p> <p>A Public Works Construction Engineering district inspector may work with the customer regarding sign placement.</p> <p>A Community Planning and Development, Neighborhood Inspection Services district inspector may work with the customer to ensure the property is in compliance with the “Denver Sign Code” for all existing signs.</p>
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>✚ Public Works, Development Engineering Services Construction Engineering for location review.</li> <li>✚ Community Planning &amp; Development, Neighborhood Inspection Services district inspector will work with the customer to ensure the property is in compliance with the “Denver Sign Code” for all existing signs.</li> <li>✚ Other departments and/or workgroups as deemed necessary by PWPO.</li> </ul>
<b>Definition:</b>	A <b>Temporary Sign</b> is a sandwich board type sign or signs mounted on an “H” type base that is not more than three foot above grade at its tallest point and is no wider than thirty inches at its widest point. (See attached diagram)
<b>Considerations for application</b>	<p><u>Sandwich Board Type Sign Design Requirements: (See attached diagram)</u></p> <ul style="list-style-type: none"> <li>✚ Sign may only advertise the establishment it is placed in front of and products and services sold or provided by that establishment, the sign may also have non-commercial messages.</li> <li>✚ Not more than three (3) feet above grade at its tallest point and not less than two (2) feet.</li> <li>✚ Not more than 30” wide at its widest point.</li> <li>✚ A chain connecting the legs of the sign must be placed at a minimum of 6” to maximum of 12” above the ground.</li> </ul> <p><u>Permittee Responsibilities:</u></p> <ul style="list-style-type: none"> <li>✚ 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.</li> </ul>

	<ul style="list-style-type: none"> <li>✚ The property must remain in compliance with the Denver Sign Code for the duration of the permit or the permit shall be revoked and not issued for a period of one (1) year.</li> <li>✚ The permittee must agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).</li> <li>✚ <b>Maintenance and Repair:</b> Permittee shall maintain all temporary signs in a safe and clean condition at all times. Damaged or disfigured temporary signs shall be repaired or replaced immediately upon notification or discovery of such damage or disfigurement.</li> </ul>
<b>Application Process:</b>	<p>The Business Owner must submit to Public Works Permit Operations the following:</p> <ul style="list-style-type: none"> <li>✚ Temporary Signs in the Right-Of-Way application (attached)</li> <li>✚ A sketch of the temporary sign with dimensions to ensure compliance with the ordinance.</li> <li>✚ A <b>dimensioned</b> site plan which shows the exact location of where the sign will be located with ties to the building lines, the property line(s) and/or curb flow lines, door openings, including vertical clearances of all items occupying the encumbrance. This sketch should be as detailed as possible.</li> </ul> <p><u>Temporary Sign Placement Requirements:</u></p> <ul style="list-style-type: none"> <li>✚ Signs may only be located in any business, main street, industrial, R-MU-20, R-MU-30, or T-MU-30 zone district, except the CCN (Cherry Creek North) district, as defined and determined by chapter 59, DRMC.</li> <li>✚ Signs cannot interfere with the safe and clean passage of pedestrians.</li> <li>✚ The signs must be anchored to the right-of-way.</li> <li>✚ The placement of the sign must comply with the “Public Safety Criteria for Placement of News Racks” pursuant to 49-509 D.R.M.C.</li> <li>✚ No more than one (1) sign per street level business with direct street level access, per street front.</li> </ul> <p><b>Concrete and Sidewalk Placements:</b></p> <ul style="list-style-type: none"> <li>✚ If the location of the sign is on concrete then a drop in anchor must be used per the Rules and Regulations Governing Item Placement Specification. Since these signs must be removed daily wing or butterfly type screws may be used in the place of a bolt. (See attached diagrams)</li> <li>✚ For sidewalks 16 feet or greater in width, an 8 feet minimum clear path is required. The 8 feet is measured from the nearest obstruction (i.e. parking meter, street light, tree grate, etc...) For sidewalks less than 16 feet in width, a 5 feet minimum clear path must be maintained from the nearest obstruction.</li> </ul> <p><b>Landscaped Area Placements:</b></p> <ul style="list-style-type: none"> <li>✚ If the location of the sign is on a landscape area then a cork screw type pet stake may be used. It must be flush with the surface of the landscape and the sign must be anchored using a quick connect type attachment such as a carabiner (See attached diagrams).</li> </ul>
<b>Approval Process:</b>	<p>Initial Applications:</p> <ul style="list-style-type: none"> <li>✚ Please allow a minimum of 15 working days for the application review process.</li> <li>✚ Property must be in compliance with the Denver Zoning Code as it relates to signs.</li> <li>✚ Business Improvement Districts may notify the manager, in writing, that they do not want to have such signs permitted anywhere in their district, or they do not want such signs on any pedestrian mall in their district</li> </ul> <p>Application Renewal:</p> <ul style="list-style-type: none"> <li>✚ Current permits can be renewed on a walk-thru basis (some exceptions may apply.)</li> </ul> <p>This is a revocable permit and may be revoked without cause at the discretion of the Manager of Public Works.</p>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>✚ \$ 50.00 Permit Fee beginning 01/01/2010</li> </ul>