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Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
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Transit Amenity Program: Bench, Shelter and Kiosk Entrance Requirements

Authority	Chapter 49 Section 461 "Transit Amenity Program" of the Revised Municipal Code; Public Works Rules and Regulations, Transportation Division <i>Issuance of Bus Bench, Bus Shelter and Kiosk Revocable Permits in the Public Right-of-Way</i> . Colorado Revised Statue 31-25-1212 "General powers of district." (BID projects only)
Purpose of Ordinance	The purpose of this document is to summarize the key issues related to issuance of Bench, Shelter & Kiosk Permits in the City and County of Denver.
Document Date	August 1, 2002, Version 1.2
Permit Types	Transit Amenity Program (TAP) – Combination of Shelters or Kiosks & Benches.
Application Dates	Shelters, kiosks and corresponding benches expire 07/31/YY Advertising benches 12/31/YY
Customer Interface	Most communication between the City and the customer will be done through Public Works Permit Operations (PWPO).
Affiliated Departments	Shelter and Kiosk design shall be approved by the Department of Public Works, Transportation Division: Infrastructure Planning & Programming (IPP), and Right-of-Way Inspection.
Certificate of Insurance.	Pursuant to the Denver <u>Revised Municipal Code</u> , Customer needs to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for all street furniture in the ROW for the duration of the Permit. Specific coverage should include, but not be limited to, as stated below. Permits will not be issued without the Certificate of Insurance . Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees</i> . The City and County of Denver must also be listed as the Certificate Holder. In the Cancellation section of the Certificate of Insurance, please have your agent either remove or delete (or XXX) out the words <i>Endeavor to</i> so that this clause will read ... <i>the issuing company will mail thirty (30) days written notice to the certificate holder ...</i> . Liability coverage for property damage in amount not less than \$1,000,000 and personal injury coverage of not less than \$2,000,000 covering damages, with a term of at least 12 months covering the term of the permit.
Bond	Not Applicable
Considerations	<ul style="list-style-type: none"> • For each proposed "advertising shelter", the vendor shall install and maintain three (3) additional City standard benches at other bus stop locations. • For each proposed "kiosk" location, the vendor shall install and maintain one (1) City standard bench at the kiosk location plus twelve (12) additional City standard benches at other bus stop locations. • All City standard benches must be installed on a concrete pad. When the vendor installs or pays for a new concrete pad at a City standard bench location, that pad shall count as one (1) bench credit towards the requirements. • Benches, shelters and kiosks shall meet all minimum clearance requirements as required by Public Works Transportation Division, IPP. • Benches, shelters and kiosks shall be inspected, cleaned and repaired by the Customer as required in the Ordinance &/or the Rules & Regulations.

	<ul style="list-style-type: none"> • Renewal of existing advertising benches is \$50 per bench. No new advertising benches are allowed or permitted pursuant to the Rules and Regulations. • All electrical work required must be performed by a licensed electrician in a manner acceptable to Xcel Energy.
Approval Process	<p>Submit a written letter to the Manager of Public Works via PWPO along with a completed <i>Transit Amenity Program Application</i>. The letter shall be accompanied by the following:</p> <ol style="list-style-type: none"> 1. A list of all location addresses as assigned by the Assessor's Office for which applications are being made. This list shall be submitted in a <i>Microsoft Access</i> format, as required by PWPO. 2. A Certificate of Insurance as previously specified. 3. Permit Fees are \$200.00 for Kiosks and Shelter, including the required benches 4. Permit fees shall be waived for the following entities and/or organizations that apply for a permit for Benches, Kiosks, and Shelters not bearing advertising: <ul style="list-style-type: none"> • Regional Transportation District (RTD) • Colorado Department of Transportation (CDOT) • Neighborhood groups • Civic groups • Business Improvement Districts 5. When located in a Business Improvement District (BID) a Certificate of Insurance and a written letter from the BID approving the bench, shelter, or kiosk location and design is required. 6. The customer is notified by PWPO that the permit has been approved or denied.
Document location	Public Works Permit Operations and S:\Permit Counter Stuff\ROW Policies & Procedures\Entrance Requirements\TAP Entrance Requirements.doc