Please allow at least ten (10) business days to process this permit request.
Email completed application to parking.operations@denvergov.org

Car Share Permit Program Application
City and County of Denver - Department of Public Works
201 West Colfax Avenue, Dept 508, Denver, Colorado 80202

Car Share Operator Information
Operator Name: __________________________ Contact Person: __________________________
Sales Tax License #: __________________________ Email Address: __________________________
Mailing Address: __________________________ Phone Number: __________________________

Car Share Vehicle Area Permit
Allows the permitted car share vehicle to park on any residential parking permit block, park at a meter without payment, and park in excess of posted time limits equal to or in excess of two hours. Permitted vehicles are not allowed to park in contradiction of the 72 hour rule, street sweeping restrictions, or other posted parking restrictions. Car Share Area Permits are vehicle specific.

Submit ALL of the following submittal documents (see page 2 for more information on each required document)
- Insurance Certificate
- Vehicle Information Spreadsheet
- Vehicle Registration(s) (pg 2 details)

Car Share Dedicated Space Permit
Allows permitted car share vehicles to park in designated dedicated, on-street spaces(s). A permit number shall be affixed to a corresponding sign demarking the space, along with the car share organization’s logo. Only vehicles listed on the permit are allowed to park in a designated space. All other vehicles are prohibited from parking in said space and are subject to towing.

Submit ALL of the following submittal documents (see page 2 for more information on each required document)
- Insurance Certificate
- Location(s) Information
- Vehicle Registration(s) (pg 2 details)
- Vehicle Information Spreadsheet
- Fleet Characteristics
- Cleanliness Plan

I declare under penalty of Oath of applicant perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility, the responsibility of my agents and employees to comply with the provision of the Denver Revised Municipal Code and all Rules and Regulations. This permit does not constitute exclusive use of the right-of-way. This permit can be revoked in the event of a special event, emergency or street construction as necessary.

Car Share Operator Authorized Signature: __________________________ Title: __________________________
Print Name: __________________________ Date: ______/______/_______

SECTION TO BE COMPLETED BY THE OFFICE OF THE CITY TRAFFIC ENGINEER
Action recommended by the City Traffic Engineer regarding car share permit request:
- Approved as Submitted
- Rejected
- Approved (with conditions)

Approved by (print name) __________________________ Signature __________________________
Date ______/______/_______
Car Share Permit Program Application
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Please allow at least ten (10) business days to process this permit request.
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Car Share Vehicle Area Permit
☐ Insurance Certificate see last page for sample insurance certificate. Coverage’s are outlined in the program rules and regulations.
☐ Vehicle Registration(s) all vehicles must be owned by the operator and registered within the City & County of Denver. Public Works will request registration information from DMV.
☐ Vehicle Information Spreadsheet submit a spreadsheet listing all vehicles included in this permit request. Format spreadsheet to include the following information: company name, vehicle year, make, and model, and license plate number. (in separate rows and columns)

Car Share Dedicated Space Permit
☐ Insurance Certificate see last page for sample insurance certificate. Coverage’s are outlined in the program rules and regulations.
☐ Vehicle Registration(s) all vehicles must be owned by the operator and registered within the City & County of Denver. Public Works will request registration information from DMV.
☐ Vehicle Information Spreadsheet submit a spreadsheet listing all vehicles included in this permit request. Format spreadsheet to include the following information: company name, vehicle year, make, and model, and license plate number. (in separate rows and columns)
☐ Location(s) Information submit the following information for each location requested on the application:
  ☐ Approximate address and nearest cross-street (i.e. 510 Broadway, 5th Avenue)
  ☐ Image of location (if possible, include in image existing parking conditions)
  ☐ List of adjacent property uses (list tenant names, or identify as residential, retail, etc)
  ☐ Specify license plate(s) that will be allowed to park in requested dedicated space
  ☐ Other notes that would provide valuable information during the review process

☐ Fleet Characteristics In order to access dedicated, on-street spaces, a car share operator must demonstrate 75% of its fleet is located off-street, and at least 2 vehicles are placed in Opportunity Areas. To that end, operators must submit a list of all vehicles in their fleet, including the following vehicle information:
  ☐ List of vehicles including license plates
  ☐ Location of vehicles (listed in a spreadsheet, highlight Opportunity Area vehicles)

☐ Cleanliness Plan Dedicated spaces must be kept free of debris and cleared of snow and other obstacles. Please provide a short explanation of how the space will be kept clean.

Application Page 2 of 2
Figure 1
Denver Car Share Permit Program

**Metered Streets**

**RPP Streets**

**Downtown Area**
- Fee: $750, unmetered space
- $1/3 revenue, metered space
- Allocation: 10 spaces or 25% of fleet (per operator)
- 30 spaces total (all operators)

**Opportunity Areas**
- Fee: $250, unmetered space
- $1/3 revenue, metered space
- Allocation: No limit

**CITY-WIDE**
- Fee: $500, unmetered space
- $1/3 revenue, metered space
- Allocation: 30 spaces or 25% of fleet (per operator)
City and County of Denver
Special Events and Filming Permits
Certificate of Insurance

Permitees, please provide this sample certificate to your insurance agent or broker
Certificates must mirror this sample

Note the Additional Insured special instructions below

*The 'description' box must only contain the following additional insured language:
“The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured with respect to the Commercial General Liability and Business Auto policies.

QUALIFYING LANGUAGE SUCH AS “SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY” and “IF REQUIRED PER WRITTEN CONTRACT” CAN NOT BE ADDED.
DO NOT ATTACH ADDITIONAL INSURED ENDORSEMENTS OR POLICIES

If any additional language is added to this section, the certificate will be rejected. If the requirements can not be complied with, we reserve the option to deny issuance of Filming Permit.