



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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www.denvergov.org/pwpermits

Parking Meters Entrance Requirements

Authority:	Revised Municipal Code Chapter 54, Section 517 and Public Works Rules & Regulations, Issuance of Permits by the City Traffic Engineer
Purpose of Ordinance:	To reserve metered parking for construction purposes, dumpster/pod, special events, buses, food trucks, moving trucks, reserved parking, filming, etc.
Document Date:	July 30, 2018
Permit Types:	Parking Meter Covering Permit
Permit Dates:	Dates are specified by the Customer/Permittee.
Customer Interface:	Most communication between the City and the customer will be done through Public Works Permit Operations.
Affiliated Departments & Agencies, and Roles:	Right-of-Way Enforcement Meter Shop provides services to cover and uncover meters. Right-of-Way Construction Engineering provides associated Right of Way permits when applicable.
Application Process:	<p>Customers requesting meters to be bagged less than 72 business hours in advance will need to process the Meter Covering Application in person at PW Permit Counter 2000 W. 3rd Ave.</p> <p>Customers requesting meters to be bagged more than 72 business hours in advance are encouraged to self-permit. To permit online, log into: https://prd.wmq.etimspayments.com/pbw/include/denver/meterinput.jsp</p> <p>Complete all fields in the electronic application and submit. Save this as a favorite.</p> <p>For meter covering application, provide all the following information:</p> <ol style="list-style-type: none"> 1. Permit type: Street Occupancy – Internal, Regular or City Project. 2. Complete all contact information. 3. Specific dates and times meters will be utilized by permittee. 4. Bag color (Red, Yellow). <i>Red bags are dedicated to areas where ALL parking including unloading/ loading will be prohibited. Cars will be ticketed and towed. Yellow bags are restricted to the Permittee specified.</i> 5. Reason for the request (examples: Bus, Construction, food truck, reserved parking, dumpster/pod, event, one-time valet, other and filming). 6. Meter numbers (located on the meter head). <p>Once the permit is submitted and approved an email notification for online payment will be sent from the meter program permits@DenverCO.US to your email address. Please add this email address to your safe list. When payment is received the permit will be sent from the meter program to your email address. If you don't see an email from this email address within 2 business days check your SPAM or junk folder. You may have to call the permit counter to verify the email was sent out.</p>
Consideration:	<ul style="list-style-type: none"> • No permits will be issued beyond 90 days from the current date except for construction and special events. • For applications requiring a Street Occupancy Permit to accompany a Meter Permit, allow a minimum of 5 business days for a Right of Way Construction Engineering Review. • It is highly recommended that alternate meter numbers are available in the event there is a conflict with your first choice. Upon receipt of the required application documentation, Public Works Permit Office will check to see if the meters are available. If available, Public Works Permit Office will process the application and issue permits. • Organized events approved through Special Events or Public Work Permit Office may be eligible for discounted meters. • Requests for meter bagging for use prior to 10:00 a.m. must be bagged at 5 p.m. of the previous business day. Payment includes all the days the meters are bagged. • Same day service is highly discouraged. At the minimum, allow one (1) business day for permitting and bagging services, otherwise services cannot be guaranteed. • Same day requests need to be paid for 4-hours in advance of the request to ensure it can be completed. Meter requests made after noon for the same day will need approval from Right of Way Enforcement and cannot be guaranteed.

Fees:

- Fees are determined by meter location rate, times the number of days, times the number of meters.
- The fees for meters in the Central Business District CBD and Cherry Creek Business District CCBD are \$25.00 per meter per day and outside of the CBD and CCBD are charged \$15.00 per meter per day of occupancy.
- Organized events approved through Special Events or Public Work Permit Office are subject to a \$5.00 per meter per day fee.
- There will be no charge for any meters on City Holidays.
- Refunds will only be issued after verification and review of circumstances.
- For meter permit cancellations, Public Works Permits Operations will need to be notified. Permit must be cancelled at least 24 hours prior to the start time on the permit or fees will apply.