



Pop-Up Demonstration *Application Information*

What are Pop-Up Demonstrations?

Pop-up demonstrations use placemaking to bring a community together with a vision for improving a public space. Project examples include demonstrating safe or enhanced walking paths for pedestrians, demonstrations of new bicycle facilities, or simply beautification of a public space. These projects use the concept of tactical urbanism to achieve their goals. Tactical urbanism projects use low-cost, temporary materials to highlight an improvement to the right of way. Materials used in tactical urbanism projects include the use of duct tape, cones, flower planters, or other creative objects. If temporary pop-up projects highlight an outcome from a past study or plan by the City, the pop-up project could provide critical input while a project is in design or demonstrate a creative solution to a challenge.

Denver's Department of Transportation and Infrastructure (DOTI) reviews and assists with the permit process on behalf of community organizations to perform temporary demonstration projects. The first three pages of this documentation provides useful background information, and pages four and five provide the application itself. This application does not replace the required permits necessary to perform an activity in the City's right of way.

How to Apply

STEP 1 REVIEW AND COMPLETE THIS APPLICATION

Review the information provided on pages one, two, and three of this document.

Required application attachments are outlined on page four. Fill out all fields on page 4, review the agreements on page five and make sure to sign the application.

STEP 2 SUBMIT APPLICATION

Submit Signed Application and Attachments to communitystreets@denvergov.org

STEP 3 PUBLIC WORKS REVIEW

Public Works Staff will respond to the application to verify receipt and begin a thorough review of your application. A general application permit process timeline is on page three.



Department of Transportation and
Infrastructure
201 W. Colfax Ave, Dept 508
Denver, CO 80202

denvergov.org/communitystreets
communitystreets@denvergov.org

General Guidelines

- The first day a project can be held is sixty (60) days after an application is submitted.
- Project duration is limited to one (1) to three (3) days.
- A traffic control plan and revocable street occupancy permit must be issued to perform your demonstration. The Traffic Control Plan must adhere to MUTCD/FHWA standards and specifications. The traffic control plan must be developed by a barricade company that is in good standing with the City.
- Outreach in the form of door-to-door flyers/notifications are required for pop-up projects.
- Project location, materials, and designs are all required to be approved by the City Traffic Engineer before being approved to apply for a Revocable Street Occupancy Permit (RSOP).
- Depending on the scope of your project, your Project Team may require additional permits (e.g. Parking Meter Bagging Permits) to host your project.

Guidance on additional permit information, creating Traffic Control Plans, and applying for Street Occupancy Permits can be found here: <https://www.denvergov.org/content/denvergov/en/right-of-way-services/permits.html>

Location Requirements

- Appropriate project locations are on roadways classified as a local or collector roadway. No arterial roadways or state highways will be approved at this time.
- Maps are provided on the Community Streets Program's website that identify local and collector roadways to help your project team identify a location. Projects should also confirm the additional requirements below to increase your project locations chance of being approved:
 - Locations must have stop signs as traffic control in a two-way or four-way control pattern. Project locations at traffic signals will not be approved at this time.
 - Street lighting is required to ensure visibility to anyone traveling on/around the facility at night.
- Projects should be limited to a specific intersection or city block. No corridor-wide projects.
- Access must be maintained to all public facilities, including bus stops/routes, bicycle facilities, utilities, emergency services, private property, and other public access needs.

Materials & Installation

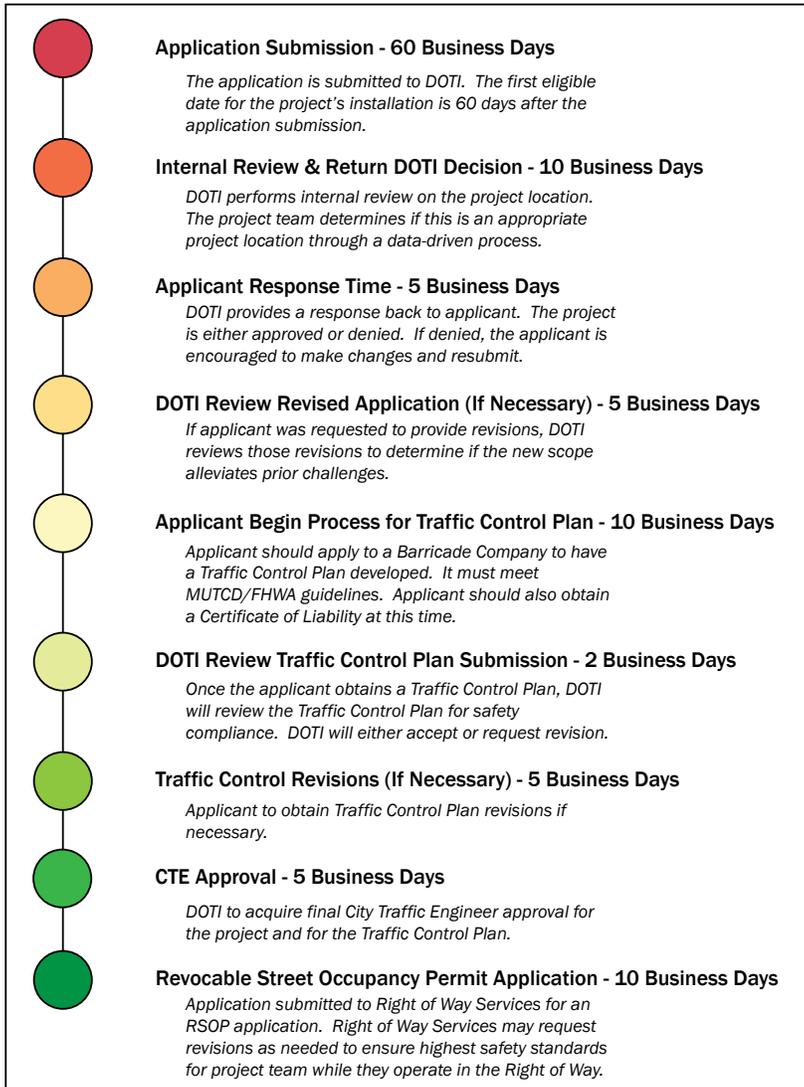
- Applicant must agree to install, maintain, and completely remove all materials at the end of the demonstration. The project may require certified flaggers to provide traffic control during set-up and tear-down.
- ADA Accessibility must be maintained with any changes made within the right of way.
- Materials require approval by DOTI and the City Traffic Engineer.
- The roadway must be restored to its prior condition at the conclusion the pop-up event.



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General Timeline



This timeline outlines Denver's Department of Transportation and Infrastructure (DOTI) permitting process for pop-up demonstrations and intersection murals.

The timeline is intended to provide a generalized framework to assist communities and organizations as they prepare for a pop-up demonstration's or an intersection mural's installation.

The timeline is designed to be flexible and allow for unforeseen circumstances as a contingency.

If at any point you have questions about an application or a general inquiry about a project, please contact the Community Streets Team by e-mail: CommunityStreets@denvergov.org

Note: This timeline does not account for the needs of the neighborhood to organize, perform outreach, coordinate volunteers, or collect materials needed for the project's success. This timeline assumes the neighborhood has completed enough work to have an application ready for submission.

Some recommendations to help your group organize:

- Identify a Project Team, and assign roles and responsibilities to eager volunteers
- Create a scope of work for your project so that expectations are clear, a budget can be set (if needed), and community outreach can be addressed at a reasonable time
- Create a project timeline to help your Project Team identify major milestones to create achievable goals.



Pop-Up Demonstration Project Application

Complete All Fields Below:

Part One:

Project Information

Proposed Location: _____

Anticipated Installation Date: _____

Anticipated Right of Way Occupation: _____

Contact Information

Applicant Information (best contact)

Name: _____

Address: _____

Phone: _____

Email: _____

Entity Information

Name or Organization: _____

Address: _____

Phone: _____

Email: _____

Part Two:

Attachments to the Application

Attach a brief project narrative to tell your project's unique story. The narrative should include:

- Project Summary
- Project Goals
- Proposed Project Location
- An aerial, with a site plan outlined with installation materials identified
- An install and removal plan, outlining safety guidelines to be followed.

A project application's submission begins the 60-day review period. A project cannot have an installation date before the expiration of or during the 60-day review period. The review period adheres to the timeline provided on page three of this document and ensures that an applicant has enough time to work through DOTI's permitting and approval process.

Applications without the above attachments will not be approved and will be returned to the applicant.



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Part Three: Maintenance and Permit Holder Agreement

1. Pop-up Project permit holders are responsible for installing and maintaining the pop-up project within the right-of-way and understands that the City will not maintain the temporary installation nor replace project elements if they are not adequately maintained.
2. Pop-up Project permit holders understand that the permits that are issued are revocable. If the permitted Project Team does not adhere to conditions outlined and approved in the traffic control plan or operations pose a risk to the Project Team members, volunteers, or the general public, the permit will be revoked at DOTI's discretion.
3. At the program's discretion, additional responsibilities may be stated on the street occupancy permit.
4. No modification shall be made to any Pop-Up Demonstration Project installation that was authorized by a street occupancy permit without prior approval from the City Traffic Engineer.
5. Right-of-way must be returned to prior condition with all Pop-up Project materials removed by the date and time indicated on the Street Occupancy Permit.
6. Failure to adhere to these permitted responsibilities may result in the issuance of administrative citations, immediate removal of the project, and revocation of the street occupancy.

Part Four: Indemnity Agreement

As a condition of the permit requested, the permit holder agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under the permit ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of the holder of the permit or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.

By submitting this application, I understand and agree to the above agreements as conditions of the permit requested.

Signed: _____ **Date:** _____
Applications must be signed to be reviewed by Public Works Staff



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