DOTI Temporary Outdoor Expansion Guidance

DENVER TRANSPORTATION & INFRASTRUCTURE

The City and County of Denver created a temporary program to allow restaurants and bars to operate in outdoor settings adjacent to their businesses. Proposals could include expansion into designated outdoor areas such as adjacent parking lots, streets, and sidewalks.

This documentation provides information on Required and Decorative Safety Materials, and the guidelines to follow when deploying these products for your restaurant or bar expansion. The final pages also show example site plans to help visualize how you can setup the space and accommpaning barrier requirements.

Barriers are broken down into two categories:

1. Decorative Safety Materials are generally appropriate for accomodations on sidewalks and above the curb.

2. Required Safety Materials are appropriate for use within a street to delineate expansions into parking lanes and are familiar traffic control items that automobile operators will recognize.

Additional Information:

General Restaurant Expansion Program Information:

Application Website and additional information can be found on Denvergov.org:

https://www.denvergov.org/content/denvergov/en/covid-19/support-services/business-assistance/temporary-outdoor-business-operations-.html

Right of Way Street Occupancy Permit:

For information concerning the Right of Way Street Occupancy Permit, visit Denvergov.org:

https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/programs-services/right-of-way-services/street-occupancy.html

Parking Meter Bagging Permit Information:

Meter Bagging Permits must be applied for a minimum of 72-hour and can be found below:

https://prdwmq.etimspayments.com/pbw/include/denver/meterinput.jsp

Full Roadway or Alley Closures:

Full street or alley closures will be reviewed on a case by case basis.

Expansion into Sidewalk:

Businesses that expand into the sidewalk have a wide array of barriers that they can choose from to help delinate dining space and pedestrian walkways in the public right-of-way. Below are guidelines that should be followed:

- Decorative and Required Safety Materials are OK to use for this context.
- Decorative materials can be used alone in this context.
- 5 ft. clear walking paths must be clearly maintained
- Access to intersection accessible ramps, landing, and crossing areas must be maintained
- Use rope or chains to help further delineate boundaries
- Expansions can only be for applicant's frontage space - additional documentation required if expansion extends beyond frontage space
- Access to other businesses, homes, and other public amenities must be preserved

Decorative Safety Materials

These materials can be installed 1 ft inside the area created by the Required Safety Materials if placed in the roadway.

Planter Boxes & Other Aesthetic Separation:

- If in roadway, posted speed must be at or below 25 mph
- If used in the roadway, this item must be 1 ft inside of a Required Safety Material.

Decorative Fences or Railings:

- If in roadway, posted speed must be at or below 25 mph
- Use on the sidewalk, above the curb
- If used in the roadway, this item must be 1 ft inside of a Required Safety Material.

Metal or Chain-Link Fence:

- If in roadway, posted speed must be at or below 25 mph
- If used in the roadway, this item must be 1 ft inside of a Required Safety Material.

Outdoor Canopy:

- Potential setback required depending on site triangles
- Footings must be secured with weights

Additional Permits:

- If 700 sq. ft. or larger (construction permit)
- 400+ sq. ft. requires flame rating information

Expansion into Parking Lane:

The requirements to expand into an on-street parking area are more strict than those for sidewalk expansions. The separation elements between the expansino area and the adjacent vehicular travel lane will vary based on the adjacent roadway characteristics. If the roadway has a speed limit that exceeds 24 mph, a higher level of safety devices are required. Below are guidelines that should be followed:

- Required Safety Materials are mandatory for this context.
- Decorative Safety Materials such as fences or planters may be used in addition to Required Safety Materials as long as they do not obstruct the Required devices or create a safety issue.
- Spacing between Required Safety Materials cannot exceed 10 ft.
- Access to intersection accessible ramps, landing, and crossing areas must be maintained.
- Expansion cannot cause an adjacent vehicle travel lane to be less than 10 ft. wide, or 11 ft. wide if there is a bus route at your location.
- If Parking Meters are present, a Meter Bagging Permit is required. Loading/Unloading Zones cannot be obstructed. See page 1 for the link to apply for a Meter Bagging Permit.
- Access to other businesses, homes, and other public amenities must be preserved

Required Safety Materials

These materials must be at least 3 ft tall, be reflective, and orange in color. These materials must be present if the expansion is in the roadway.

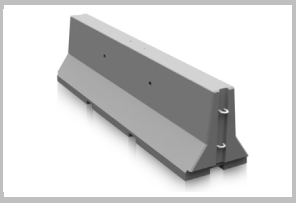
Traffic Cone:

- Road speed at/below 25 mph
- Space between cones not greater than 10 ft.

Traffic Barrel:

- Road speed at/below 25 mph
- Space between drums not greater than 10 ft.

Concrete Jersey Barrier:



Required for parking lane closures along streets:

- With Speed Limit of 30 mph
- Downtown

Plastic Jersey Barrier (Fill with Water)

Required for parking lane closures along streets:

- With Speed Limit of 30 mph
- Downtown

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Additional Permits:

- If 700 sq. ft. or larger (construction permit)
- 400+ sq. ft. requires flame rating information

Downtown Area or 30 MPH Street Requirements:

Barriers Downtown are required to be more significant to maintain the safety of patrons and employees in Downtown. Below are guidelines that should be followed:

- Concrete and Water-Filled Jersey Barriers are required for these expansions.
- Concrete and Water-Filled Jersey Barriers must be adjacent to the parking lane closure for the full length of the parking lane expansion.
- Decorative Safety Materials such as fences or planters may be used in addition to Required Safety Materials as long as they do not obstruct the Required Devices or create a safety issue. Decorative Safety Materials must be placed 1 ft. inside of the Required Safety Materials.
- Access to intersection accessible ramps, landing, and crossing areas must be maintained.
- Expansion cannot cause an adjacent vehicle travel lane to be less than 10 ft. wide, or 11 ft. wide if there is a bus route at your location.
- If Parking Meters are present, a Meter Bagging Permit is required. Loading/Unloading Zones cannot be obstructed. See information on page 1 to apply for a Meter Bagging Permit.
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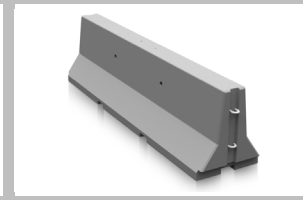

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Optional Pre-Application Checklist:

The information and questions below are some of the topics DOTI will assess when reviewing your application. By reviewing the information below, you can proactively take steps to identify site constraints before applying to the program.

What is the width of the sidewalk? _____ feet

Where can I place tables and chairs while maintaining a 5' clear path for pedestrians in the sidewalk area?

What is the width of the amenity zone? _____feet (Note: Sometimes called a tree lawn)

Is there parking adjacent to the sidewalk? Y / N

Can a parking lane closure provide enough amenity space without reducing travel lanes below 10 feet? Y / N

Will the parking lane closure affect ADA, car share, or loading zone spaces? Y / N

Are there ADA Accessible Ramps at the intersection corners?
Truncated Domes? Y / N Damaged? Y / N

If there is damage to the ADA Ramps, please call 3-1-1 so DOTI can repair.

Are any lane markings at risk of being covered by the closure? Y / N (Ex: Crosswalks)

Are any traffic signs or signals at risk of being obscured by the closure? Y / N

Is there any vegetation that could block the sight of a closure activity or obscure lighting in the evening or night? Y / N

Are any physical sight obstructions present? Y / N (Ex: Traffic Signal Cabinet)

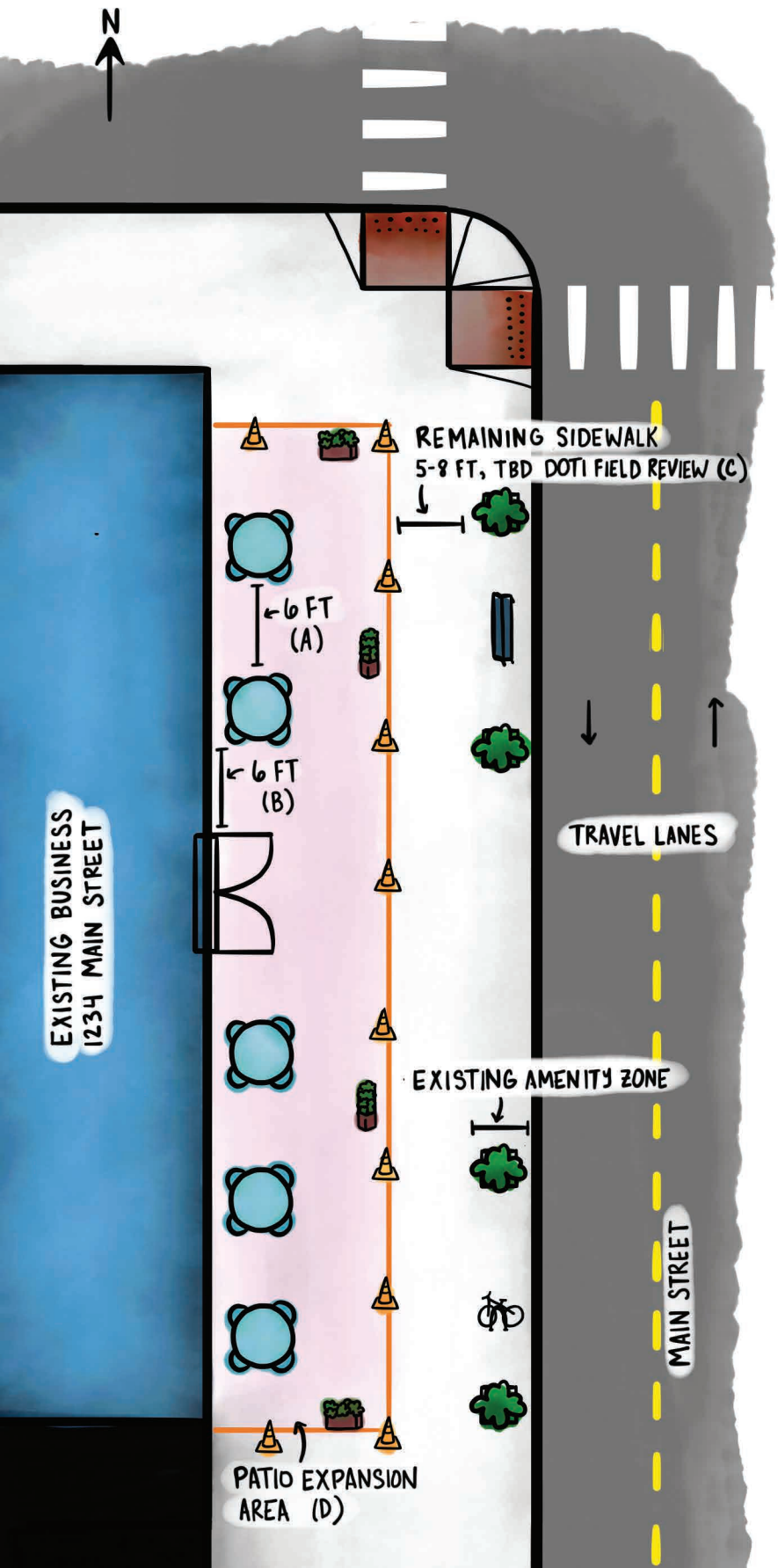
Is there over-head lighting at this location to enhance visibility at dusk and at night? Y / N

Is there a manhole or utility cover in your desired area? Y / N

Notes:
Amenity Zone = area where trees, benches, poles, & bike racks are located on the sidewalk (size varies)

Example Site Plan

Expansion into Sidewalk



The City and County of Denver is allowing restaurants and bars to open temporary patios in the sidewalk to help facilitate outdoor operations. This graphic is intended to indicate minimum safety, mobility, and access standards for a temporary patio to be approved on the sidewalk.

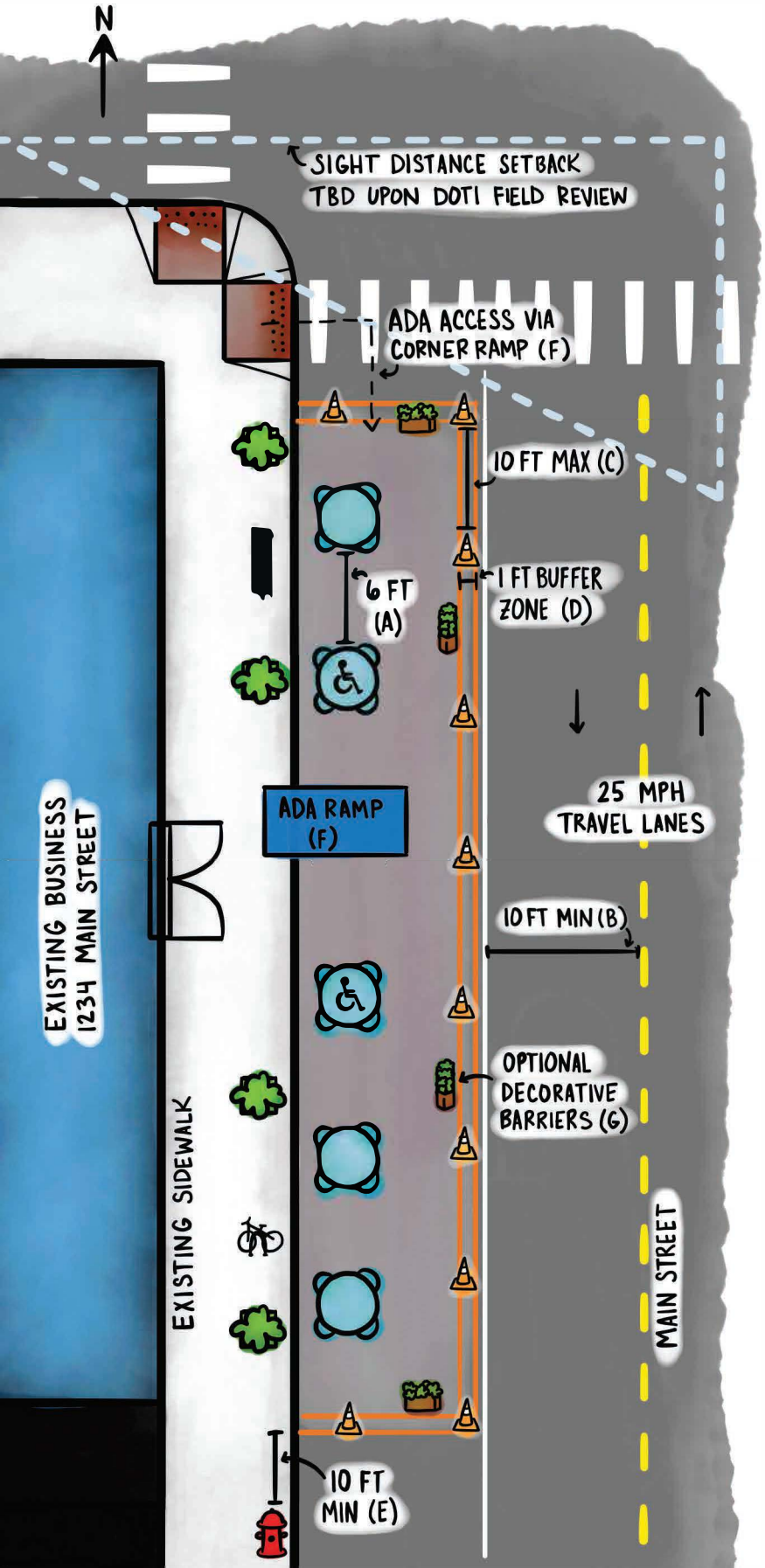
- ☐ **A.** Each set of tables & chairs must be at least 6 ft. apart
- ☐ **B.** Tables and chairs must be at least 6 ft. apart from all doors, light poles, and utility boxes
- ☐ **C.** Expansion must leave 5 - 8 ft. sidewalk clearance that DOES NOT include the amenity zone (TBD pending DOTI field review)
- ☐ **D.** Each business must have separate outdoor Patio Expansion Area

Notes:

- ft. = feet
- drawings not to scale
- Cannot block sidewalk space near curb ramps
- Amenity Zone = area where trees, benches, poles, & bike racks are located on the sidewalk (size varies)
- Patio Expansion Area = designated expansion zone

Example Site Plan

Expansion into Parking: 25 MPH streets



The City and County of Denver is allowing restaurants and bars to open temporary patios in street parking spaces to help facilitate outdoor operations. This graphic is intended to indicate minimum safety, mobility, and access standards for a temporary patio to be approved in street parking space.

- ☐ **A.** Each set of tables & chairs must be at least 6 ft. apart
- ☐ **B.** Travel lane must remain at least 10 ft.
- ☐ **C.** Traffic cones or other barrier should be placed no more than 10 ft. apart
- ☐ **D.** 1 ft. buffer zone around Patio Expansion Area
- ☐ **E.** Must allow at least 10 ft. from any fire hydrant
- ☐ **F.** Maintain ADA accessibility via temporary ADA ramp OR demonstrated access via existing corner curb ramp
  - designate ADA tables closest to access
- ☐ **G.** Optional decorative Safety Materials must be placed on interior of Patio Expansion Area

Notes:

- ft. = feet
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- Cannot block sidewalk space near curb ramps
- Amenity Zone = area where trees, benches, poles, & bike racks are located on the sidewalk (size varies)
- Patio Expansion Area = designated expansion zone

City and County of Denver
Certificate of Insurance

Please provide this sample certificate to your insurance agent or broker

Certificates must mirror this sample

Note the Additional Insured special instructions below

Restaurant or Owner Legal Name

Types of insurance required - CGL

Only additional insured in this box*

Verify correct address & contact information

Policy limits must be same or greater than required in the contract (See below for specific outdoor expansion program)

Policy start date must be prior to effective date of the permit

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR				04/01/2018	04/01/2015	EACH OCCURRENCE $
							DAMAGE TO RENTED PREMISES (Ea occurrence) $
							MED EXP (Any one person) $
							PERSONAL & ADV INJURY $
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC						GENERAL AGGREGATE $
							PRODUCTS - COMP/OP AGG $
	OTHER:						$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$

Contract Name/Number

The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured as respects Commercial General Liability.

CERTIFICATE HOLDER

City and County of Denver
Applicable Dept Address
Denver, CO 80XXX

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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*The 'description' box must only **"The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured" with regards to CGL policies ONLY.**

QUALIFYING LANGUAGE SUCH AS "SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY" 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.

**Minimum insurance requirements for temporary outdoor program: general liability policy covering bodily injury, including death, in the amount of one million dollars ($1,000,000.00) for any one (1) person and one million dollars ($1,000,000.00) for two (2) or more persons in any one (1) accident, and one million dollars ($1,000,000.00) coverage for injury to or destruction of property of others in any one (1) accident.*