

CITY AND COUNTY OF DENVER

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE



DOTI Permit Operations
 The permit office at the Wastewater Building is closed to walk-in service.
 Phone: 303-446-3759
dotipermitoperations@denvergov.org
denvergov.org/dotipermits

Parking Meter Entrance Requirements

Authority:	Revised Municipal Code Chapter 54, Section 517 and DOTI 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 21, 2022
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 DOTI 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 bagged less than 72 business hours in advance will need to fill out the Parking Meter Request Form and email to dotipermitoperations@denvergov.org. Customers requesting meters bagged more than 72 business hours in advance are encouraged to apply online through our Meter Bagging Permit System.</p> <p>Please include the following information for email submittals:</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 or yellow). <i>Red bags are dedicated to areas where ALL parking including loading/unloading is prohibited; vehicles will be ticketed and towed. Yellow bags are restricted to the specified permittee.</i> 5. Reason for the request - examples include: bus, construction (provide revocable street occupancy permit number if applicable), food truck (BFN & expiration date required), reserved parking, dumpster/container (must be requested by the dumpster/container company directly - all other requests will be denied.), one-time valet, filming, or other. 6. Meter numbers (located on the meter head). <p>Once the Parking Meter Request Form is submitted and approved, an email notification for online payment will be sent. <u>Permit(s) will be emailed to the email address provided after payment has been received.</u></p> <p>**Note: Please remember to check your spam or junk email folder. If an email is not received within 48 hours of payment being made, please email DOTI Permit Operation at dotipermitoperations@denvergov.org to confirm that the email was sent.</p>
Consideration:	<ul style="list-style-type: none"> • Permits will not be issued beyond 90 days from the current date, except for construction or special events. • Permits will not be issued for food trucks beyond 14 days from the current date. • Please allow a minimum of 5 business days for a Right-of-Way Construction Engineering review for applications that require a Revocable Street Occupancy Permit and a Parking Meter Permit. • It is highly recommended that alternate meter numbers are chosen in the event that there is a conflict with your first choice. Upon receipt of the Parking Meter Request Form or online application, DOTI Permit Operations will check to see if the meters are available. If available, DOTI Permit Operations will process the application and issue permits. • Meter bagging for use prior to 10:00 a.m. must be bagged at 5 p.m. of the previous business day. • Same day service is NOT AVAILABLE. Please allow at least 1 business day to process permitting and bagging services. • Requests must be paid for at least 4 hours prior to the requested start time to ensure completion.

Fees:

- Fees are determined by the meter location rate, the number of days, and 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. Fees for meters outside of the CBD and CCBD are \$15.00 per meter per day of occupancy.
- Organized events approved through Special Events or DOTI Permit Operations may be eligible for discounted rates.
- There will be no charge for any meters on City Holidays.
- Refunds will only be issued after verification and review of circumstances.
- DOTI Permits Operations will need to be notified at least 24 hours in advance for meter permit cancellations or changes.
- A processing fee of 50% of the total fee up to a maximum of \$100 may be retained for rescheduled permits.
- Permit must be canceled at least 48 hours prior to the start time on the permit for a refund.
- Refund requests must be submitted via email to DOTI Permit Operations at dotipermitoperations@denvergov.org at least 48 hours prior to the start of occupancy, and must be approved by DOTI Permit Operations.
- A processing fee of 50% of the total fee up to a maximum of \$100 will be retained for the refunded amount for each permit.