



**DENVER**  
THE MILE HIGH CITY

**CITY AND COUNTY OF DENVER**  
**DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE**  
Development Engineering Services

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

## Temporary Sign Entrance Requirements

<b>Authority:</b>	<p><i>Denver Revised Municipal Code</i></p> <ul style="list-style-type: none"> <li>◦ Chapter 49, “Streets, Sidewalks &amp; Other Public Places”</li> <li>◦ Chapter 49, Section 437; Temporary Signs</li> </ul> <p>Rules &amp; Regulations:</p> <ul style="list-style-type: none"> <li>◦ <i>Minor Encumbrances Allowed in the right-of-way.</i></li> <li>◦ <i>Governing Item Placement Specifications</i></li> </ul>
<b>Purpose of Ordinance:</b>	The purpose of this document is to assist the applicant in applying for a permit for the placement of temporary signs in the right-of-way.
<b>Document Date:</b>	October 14, 2022
<b>Permit Types:</b>	<ul style="list-style-type: none"> <li>◦ Public Occupancy Permit</li> <li>◦ Revocable Street Occupancy Permit may be required to occupy the right-of-way during installation.</li> </ul>
<b>Permit Dates:</b>	<ul style="list-style-type: none"> <li>◦ Public Occupancy Permit: 01/01/YY – 12/31/YY. Permits will not be prorated for partial year terms.</li> <li>◦ Revocable Street Occupancy Permit may be required for placement of sign. Permits are date specific and determined by the applicant.</li> </ul>
<b>Customer Interface:</b>	<p>Most customer interaction is with DOTI Permit Operations.</p> <p>A DOTI Right-of-Way Services, Construction Engineering District Inspector may work with the customer regarding sign placement.</p> <p>A Community Planning and Development, Neighborhood Inspection Services District Inspector may work with applicant to ensure the property is in compliance with the “Denver Sign Code” for all existing signs.</p>
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>◦ DOTI, Right-of-Way Services Construction Engineering for location review.</li> <li>◦ Community Planning &amp; Development, Neighborhood Inspection Services District Inspector will work with applicant to ensure property is in compliance with the “Denver Sign Code” for all existing signs.</li> <li>◦ Other departments and/or workgroups as deemed necessary by DOTI Permit Operations.</li> </ul>
<b>Definition:</b>	A <b>Temporary Sign</b> is a sandwich board type sign or sign mounted on an “H-type” base that is no more than three (3) feet above grade at its tallest point and no wider than thirty (30) inches at its widest point.
<b>Considerations for application</b>	<p><u>Sandwich Board Type Sign Design Requirements: (see attached diagram)</u></p> <ul style="list-style-type: none"> <li>◦ Sign may only advertise the establishment it is placed in front of and products and services sold or provided by establishment. Sign may also have non-commercial messages.</li> <li>◦ No more than three (3) feet above grade at its tallest point and no less than two (2) feet.</li> <li>◦ No more than thirty (30) inches wide at its widest point.</li> <li>◦ A chain connecting the legs of the sign must be placed at a minimum of six (6) inches to a maximum of twelve (12) inches above the ground.</li> </ul> <p><u>Permittee Responsibilities:</u></p> <ul style="list-style-type: none"> <li>◦ Permittee shall assume full responsibility for any and all damages incurred to Utility Company facilities due to activities authorized by the permit. For the purposes of this permit, “Utilities” or “Utility Company” refers to any company, government entity, or agency that has legally installed utility facilities within the right-of-way. Utility Companies include, but are not limited to: Wastewater Management Division; Denver Water Department; Xcel Energy; Comcast Corporation; Metro Wastewater Reclamation District; and Qwest Corporation. Any and all replacement or repair of Utility Company facilities attributed to the work shall be made by the respective Utility Company at the sole expense of the Permittee. In the event Permittee’s facilities are damaged or destroyed due to the Utility Company’s repair, replacement and/or operation of its facilities, repairs will be made by</li> </ul>

	<p>the Permittee at its sole expense. Costs, if any, for the removal, relocation, replacement or rearrangement of Utility Company facilities shall be borne by the requestor. Existing telephone facilities shall not be utilized, obstructed or disturbed.</p> <ul style="list-style-type: none"> <li>◦ The property must remain in compliance with the Denver Sign Code for the duration of the permit or the permit shall be revoked and not issued for a period of one (1) year.</li> <li>◦ The permittee must agree to indemnify and hold harmless the City, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).</li> <li>◦ <u>Maintenance and Repair:</u> Permittee shall maintain all temporary signs in a safe and clean condition at all times. Damaged or disfigured temporary signs shall be repaired or replaced immediately upon notification or discovery of such damage or disfigurement.</li> </ul>
<p><b>Application Process:</b></p>	<p>The business owner must submit the following to DOTI Permit Operations:</p> <ul style="list-style-type: none"> <li>◦ Temporary Signs in the Right-Of-Way application (attached)</li> <li>◦ A sketch of the temporary sign with dimensions to ensure compliance with the ordinance.</li> <li>◦ A site plan <u>with dimensions</u> showing the exact location of where the sign will be located with ties to the building lines, the property line(s) and/or curb flow lines, door openings, including vertical clearances of all items occupying the encumbrance. Sketch must be as detailed as possible.</li> </ul> <p><u>Temporary Sign Placement Requirements:</u></p> <ul style="list-style-type: none"> <li>◦ Sign may only be placed in business, main street, and industrial, R-MU-20, R-MU-30, or T-MU-30 zone districts, except the CCN (Cherry Creek North) district, as defined and determined by chapter 59, DRMC.</li> <li>◦ Temporary signs (A-Frame, T-Frame, Sandwich Board, etc.) are not allowed on the 16<sup>th</sup> Street Mall.</li> <li>◦ Sign cannot interfere with the safe and clean passage of pedestrians.</li> <li>◦ Sign must be anchored to the right-of-way.</li> <li>◦ Placement of sign must comply with the “Public Safety Criteria for Placement of News Racks” pursuant to 49-509 D.R.M.C.</li> <li>◦ No more than one (1) sign per street level business with direct street level access, per street front.</li> </ul> <p><b>Concrete and Sidewalk Placements:</b></p> <ul style="list-style-type: none"> <li>◦ Drop-in anchor must be used when sign is placed on concrete, per Rules and Regulations Governing Item Placement Specifications. Sign must be removed daily, therefore, wing or butterfly type screws may be used in place of bolt tie-down. (See attached diagram)</li> <li>◦ Sidewalks sixteen (16) feet or greater in width require a clear path minimum of eight (8) feet. Measurement of eight (8) feet must be from nearest obstruction (i.e., parking meter, streetlight, tree grate, etc.) Sidewalks less than sixteen (16) feet in width require a clear path minimum of five (5) feet from nearest obstruction.</li> </ul> <p><b>Landscaped Area Placements:</b></p> <ul style="list-style-type: none"> <li>◦ Cork screw type pet stake may be used when sign is placed on landscaped area. Stake must be flush with surface of landscape and sign must be anchored using a quick connect type attachment such as a carabiner (See attached diagram).</li> </ul>
<p><b>Approval Process:</b></p>	<p><u>Initial Applications:</u></p> <ul style="list-style-type: none"> <li>◦ Please allow minimum of fifteen (15) working days for application review process.</li> <li>◦ Property must be in compliance with the Denver Zoning Code as it relates to signs.</li> <li>◦ Business Improvement Districts may notify manager in writing when sign is not permitted or desired.</li> </ul> <p><u>Application Renewal:</u></p> <ul style="list-style-type: none"> <li>◦ Current permit may be renewed by emailing <a href="mailto:dotipermitoperations@denvergov.org">dotipermitoperations@denvergov.org</a> (exceptions apply)</li> </ul> <p>Permit may be revoked without cause at the discretion of the Manager of the Department of Transportation &amp; Infrastructure.</p>
<p><b>Fees:</b></p>	<p>\$ 50.00 Permit Fee as of 01/01/2010</p>

# DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE

Project / Subject **Temporary Signs**

Date:

Participants:

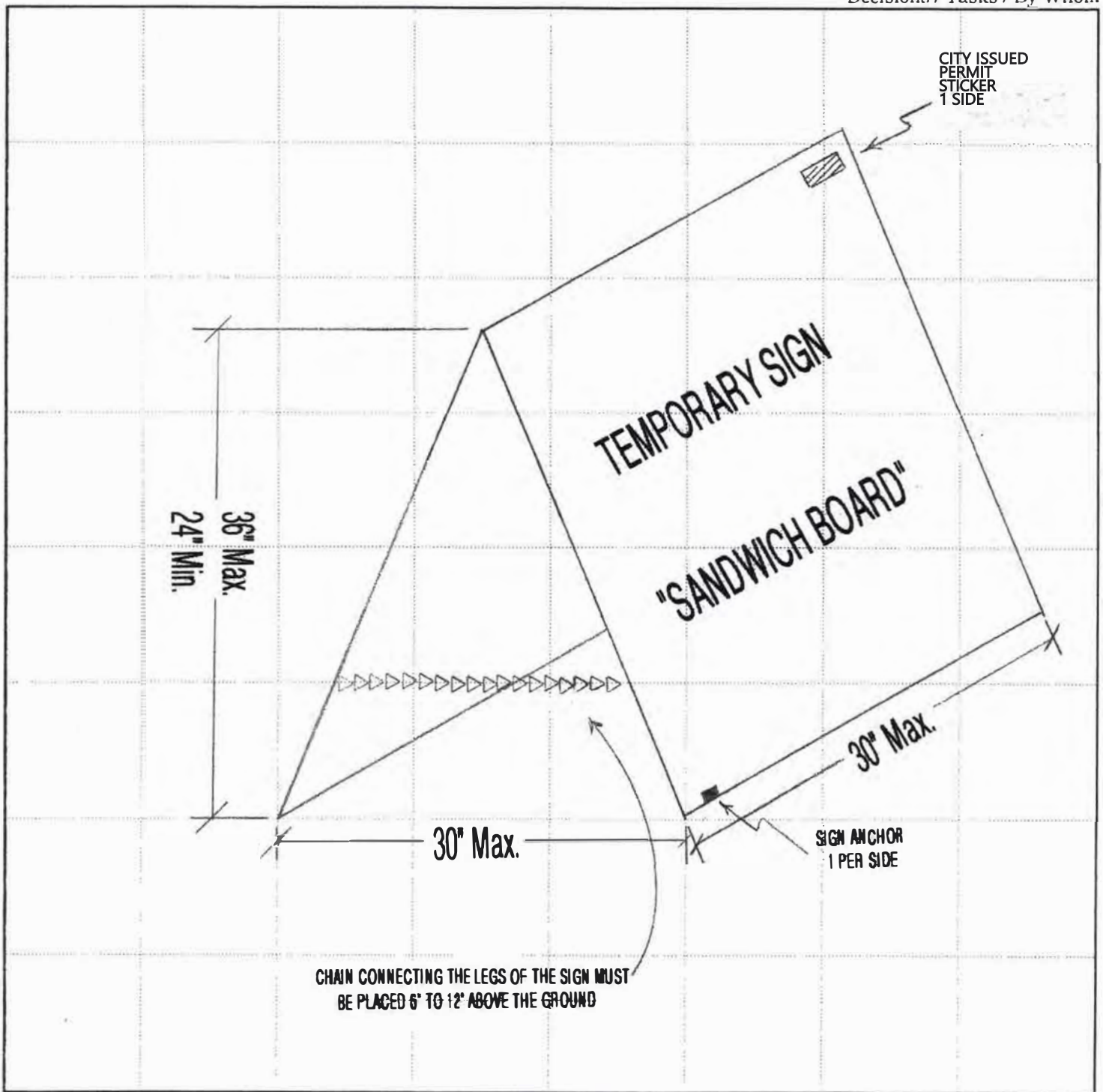
Meeting Notes

Phone Record

Distribution:

Memorandum

Decisions / Tasks / By Whom



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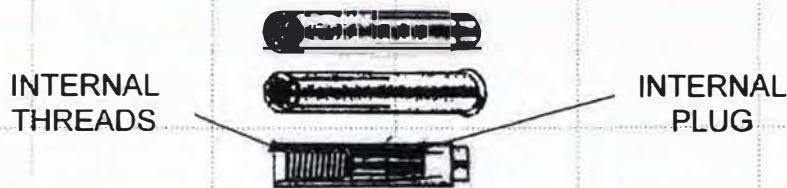
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## Temporary Sign Anchor Specifications For Concrete Surfaces

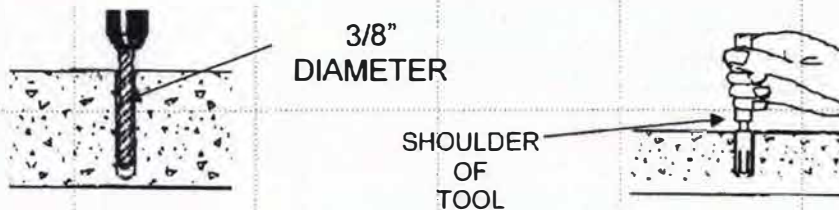
DOTI requires that signs be anchored to concrete using a steel drop-in anchor. The steel drop-in anchor is an all steel, machine bolt anchor available in carbon steel and two types of stainless steel.



The steel drop-in is an internally threaded expansion anchor complete with a pre-assembled integral expander plug. The anchor is expanded with a matching setting tool designed to protect the internal threads while driving the pre-fitted plug to the end of the anchor. The tapered plug is precisely matched to the internal configuration of the anchor body to develop maximum expansion against the walls of the hole. Each steel anchor has 4 slots on the leading end, which allows it to expand. During installation, as the steel plug is driven into the bottom of the anchor, the steel shell is forced outward in four directions compressing against the walls of the anchor hole.

### Installation Procedures

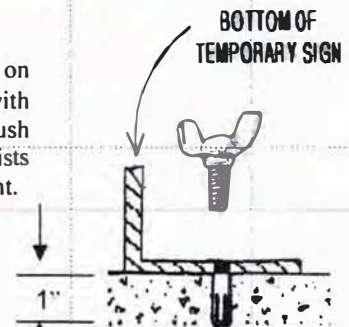
Drill a hole into the concrete to the depth of embedment required. The tolerances of the drill bit should meet the requirements of ANSI Standard B272.75. Do not over-drill the hole. Blow the hole clean of dust and other material.



Insert the anchor into the hole, and make the top flush with the surface. Using a power rawl setting tool, set the anchor by driving the tool into the anchor until the shoulder of the tool is sealed against the anchor.

### Anchoring Requirements

Each sign is required to be anchored to the concrete and use a minimum of two anchors placed on each side. The minimum size anchor allowed is 1/4" diameter. The drill bit diameter associated with that anchor is 3/8" and a minimum depth of 1" must be drilled. All anchors must be placed flush with the surface as stated above. A butterfly / wing type screw with a fender washer that resists rusting must be used to anchor the sign. The Engineer must approve variations of this requirement.



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## Temporary Sign Anchor Specifications For Landscape Surfaces

DOTI requires that signs be anchored to the landscape using a cork screw type pet stake or equivalent \_\_\_\_\_

### Installation Procedures

Rotate the pet stake flush with the landscape allowing only the top section of the stake to be visible. Attach a carabiner to the top section and to the sign.

