



CITY AND COUNTY OF DENVER

DEPARTMENT OF TRANSPORTATION AND 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

Banner Entrance Requirements

Authority:	Chapter 49 Streets, Sidewalks and Other Public Ways, Article XIII Permanent Occupancy of Public Right-of-Way; Division 8 Signs; Section 49-437 Temporary Signs.
Purpose:	The purpose of this document is to provide guidance for the issuance of Right-of-Way Occupancy Banner Permits in the City and County of Denver.
Document Date:	July 27, 2022
Permit Type:	Banners
Customer Interface:	All communications between the Customer and the City will be done through the Department of Transportation and Infrastructure Permit Operations. DOTI Permit Operations issues Right-of-Way Occupancy Banner & Street Occupancy permits.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> • DES Construction Engineering - Review of traffic control plans on arterial & collector streets. See DES Construction Engineering Inspector District Map for contact information. http://www.denvergov.org/content/dam/denvergov/Portals/730/documents/ConstructionInspection/inspection-district-map.pdf • Xcel Energy-Approval for use of Xcel Energy Owned Utility Poles Only. Pursuant to the <u>Denver Revised Municipal Code</u>, Xcel Energy requires the City and County of Denver provide a list of poles to be used including grid numbers. Grid numbers can be found on front of pole, approximately eye level. If grid number is not visible, describe location of pole (e.g. northbound Quebec 2 lights north of Colfax), and include picture of each style or type of pole banner will be attached to. Xcel Energy will work with Xcel Standards Department to inspect poles and ensure criteria is met. XCEL ENERGY WILL SET GUIDELINES FOR BANNER SIZE.
Certificate of Insurance:	<p>Customers must submit a Certificate of Insurance providing coverage for all banners for entire duration of permit to DOTI Permit Operations. Permits will not be issued without Certificate of Insurance. Please have Insurance Agent include Xcel Energy and City and County of Denver as Additional Insured as follows: Additional Insured: Xcel Energy, The City and County of Denver, its Officers, Officials, and Employees. The City and County of Denver must also be listed as Certificate Holder.</p> <p>NOTE: Permittee will advise City & County of Denver, Department of Transportation and Infrastructure in writing, a minimum of thirty (30) days in advance of any insurance modification or cancellation.</p>
Considerations:	<ul style="list-style-type: none"> • Right-of-Way Occupancy Banner Permits must be applied for a minimum of 45 days in advance of requested date. • It is highly recommended all banner permit requests, designs, and specifications are submitted to DOTI Permit Operations as far in advance as possible. • Banners shall not be installed or removed during the hours of 6:00 am to 9:00 am and 3:00 pm. to 6:00 pm., Monday through Friday. • Banners must be event-specific including, but not limited to, religious, charitable, civic and festive occurrences; for conventions, for Christmas decorations; in celebration of some event of religious, national, state, or civic significance, or in honor of a visit from a person of note. • No banner or sign shall be allowed to extend over a public street. • Advertising of commercial nature shall not appear in connection with any such decoration, however, up to five percent (5%) of sign may be dedicated for name or logo of sponsoring organization. Variances of the (5%) restriction, up to 10%, may be considered by DOTI Permit Operations if letter of request detailing need for variance is submitted. • All signs, banners, and decorations shall be removed as required by the permit, otherwise, the removal bond shall be forfeited.

	<ul style="list-style-type: none"> • Requests for commercial sports teams events will not be allowed. However, special events for commercial sports teams will be evaluated on a case-by-case basis. <p>Customer must obtain Letter of Approval when requesting a banner permit from the following Local Maintenance Districts or Specialized Areas of the City.</p> <ul style="list-style-type: none"> • 16th Street Mall is initiated through the <u>Downtown Denver Partnership</u> 303-534-6161. • Larimer Square is initiated through the <u>Larimer Square Management Corp.</u> 303-534-2367. • California Street between 14th and 16th streets are initiated through the <u>Denver Convention & Visitors Bureau</u>, Convention Services Department at 303-892-1112. • <u>Denver International Airport</u> must be initiated through DEN 303-342-2000. • <u>Denver Parks and Recreation</u> permits must be initiated by calling 720-913-1311. <ul style="list-style-type: none"> ○ Banners purposed for installation on or adjacent to a designated Parkway must be reviewed by Denver Parks and Recreation. • Customer may be required to take down designated banner at own cost at the discretion of the Manager of the Department of Transportation and Infrastructure or designee. • Local Maintenance Districts as described in the Denver Charter Section 7.7.1 are exempt from providing insurance while performing functions as a local maintenance district.
Permits Required:	<ul style="list-style-type: none"> • DOTI Permit Operations will receive Xcel Energy approval for pole use. • A ROW Occupancy Banner Permit is required to hang banners in the right-of-way. • A ROW Department of Transportation and Infrastructure Street Occupancy is required for installation and removal of banners. <ul style="list-style-type: none"> ○ A Street Occupancy Request Form must be submitted with Traffic Control Plans (TCP) to DOTI Permit Operations.
Rates:	<ul style="list-style-type: none"> • ROW Occupancy Banner Permits are free for not-for-profit businesses. • Street Occupancy Permit processing fee of \$50.00 required for each banner permit.
Application and Approval Process:	<ul style="list-style-type: none"> • Submit cover letter with ROW DOTI Street Occupancy request and Traffic Control Plans to DOTI Permit Operations at dotipermitoperations@denvergov.org. • Design, proposed size, wording, requested period of time, specifications of installation, and location must have prior approval by DOTI Permit Operations. • A letter of approval from Local Maintenance Districts or Specialized Area of the City (if applicable). • All Traffic Control Plans must be approved by Right-of-Way Staff Engineer prior to permit issuance. • Permission may also be required by Colorado Department of Transportation (CDOT) if banner is placed along state highway. • Additional permit review or approvals may be required as deemed appropriate by the City.
Dates:	<ul style="list-style-type: none"> • The duration of a ROW Occupancy Banner Permit is ninety (90) days. Longer duration may be obtained with Xcel Energy approval and will be done on case-by-case basis.

Bond:	Cash Bond to the City and County of Denver is required to cover removal of any banner in the amount of \$100 each. Cash Bond is required to cover any expenses the City may incur when removing banners. A sample bond format is available on page three of this document. Accompany bond with Attorney-In-Fact authority from surety to execute bond, and public liability insurance naming the City as co-insured in the limits along with form as approved by the Manager of DOTI and City Attorney.
Example:	The following example is intended to provide understanding of format and content of Bond as required by the City and County of Denver.

SAMPLE

BOND NO. _____
Premium

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal and _____, as Surety, are held and firmly bound unto the CITY AND COUNTY OF DENVER, STATE OF COLORADO in the penal sum _____, lawful money of the UNITED STATES for the payment of which well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20____. THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT ---

NOW, THEREFORE, if the said _____ shall save the City and County Of Denver harmless from all damages resulting from the removal of banners subsequent to the Revised Municipal Code 49-437, and as a cash bond to cover the cost of the removal of any banners that is in violation of this division.

This bond pursuant to and conditioned upon the provisions of Section 49-437 of the Revised Municipal Code.

SECRETARY-TREASURER

SEAL _____

By _____
SEAL _____
BY _____