



CITY AND COUNTY OF DENVER









DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE

Development Engineering Services

DENVER
THE MILE HIGH CITY

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

Signage: Guide Signs Entrance Requirements

Authority:	Traffic Operations Engineer letter dated March 2002
Purpose of Authority:	To define the process of applying for a Public Occupancy Permit for the placement of Church Guide Signs in the right-of-way.
Document Date:	September 27, 2022
Permit Types:	Public Occupancy: Other
Customer Interface:	Customer communication will be with DOTI Permit Operations.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none">  DOTI Permit Operations: Issues Public Permits for Church Guide Sign placement on City-owned property.  DOTI Right-of-Way Inspection & Neighborhood Inspection Service: Performs right-of-way inspection as appropriate.  DOTI Traffic Engineering Services as appropriate
Considerations:	<p>All applicants must supply the following items for review to:</p> <p style="text-align: center;">DOTI Permit Operations dotipermitoperations@denvergov.org</p> <ul style="list-style-type: none">  A formal letter of request.  Full color illustration showing the exact text of the proposed sign. <ul style="list-style-type: none"> ○ Text should be limited to name, address, and denomination of Church – not needed for other directional signs. <ul style="list-style-type: none"> ▪ Sign plate shall be made of .08” thick aluminum with rounded corners. The preferred sign plate size is 18”in width by 24” in length. ▪ Sign post shall be a green u-channel with smooth edges. Sign and Post are to be installed so that the edges of the sign plate maintains a minimum of 7’ clearance above the ground and 2’ behind the curb  Map showing the proposed locations of the Guide signs. <ul style="list-style-type: none"> ○ NOTE: Signs must be placed on a separate post and may not block the view of any other traffic signs.  Letter(s) from adjacent property owners assuring the City and County of Denver that there are no objections to the placement of these signs in front of property owners’ property.  Applicant is responsible for placement & maintenance of the sign and pole once approved.
Permit Fees:	No fee at this time.
Certificate of Insurance:	A Certificate of Insurance is not required; however, any person who places an encumbrance in the right-of-way agrees that the act of doing so acknowledges the duty to hold the City harmless and indemnify the City from any damages or claims arising out of said placement (Denver Revised Municipal Code § 49-251).