



**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)

### News and Drop Boxes Entrance Requirements

<b>Authority</b>	Denver Revised Municipal Code, Chapter 49, Article XIV, Division 4
<b>Purpose of Permit</b>	To control placement and maintenance of news racks in the public right-of-way so news racks will not present an inconvenience or danger to the safety and welfare of persons using such right-of-way; including pedestrians, persons entering and leaving vehicles and buildings, and persons performing essential utility, traffic control and emergency services.
<b>Document Date</b>	September 27, 2022
<b>Permit Dates</b>	06/01/YY – 5/31/YY
<b>Application and Considerations</b>	<p>The following items are the minimum requirements for each and every news box applicant. All News Rack inventory must be submitted in Excel. Data must be submitted using the Excel template provided by Department of Transportation &amp; Infrastructure Permit Operations.</p> <p><b>APPLICATION INFORMATION</b> Applicants must complete the <i>News Box and Drop Box Application</i> completely providing the following:</p> <p><b>Company Information</b></p> <ul style="list-style-type: none"> <li>✚ Company/Customer Name: Provide complete legal name of company/customer</li> <li>✚ Company Street Address: Street, City, State, and Zip Code</li> <li>✚ Mailing Address: If different from company street address</li> <li>✚ Telephone Number: Area code, telephone number, and extension</li> <li>✚ Email Address</li> </ul> <p><b>Primary Company Contact:</b> Someone who is accessible for the City and County of Denver employees to contact who is knowledgeable about your operations, inventory locations, and other necessary information.</p> <ul style="list-style-type: none"> <li>✚ Full name</li> <li>✚ Direct Telephone Number</li> <li>✚ Valid Email Address</li> </ul> <p><b>Secondary Company Contact:</b> (optional)</p> <ul style="list-style-type: none"> <li>✚ Full name</li> <li>✚ Direct Telephone Number</li> <li>✚ Valid Email Address</li> </ul> <p><b>Violation and Invoice Notice:</b> Permit applicant is required to select method of receiving the violations and invoices by:</p> <ul style="list-style-type: none"> <li>✚ Electronic posting at <a href="http://www.denvergov.org/dotipermits">www.denvergov.org/dotipermits</a></li> <li>✚ Certified mail</li> </ul> <p><b>Applicant must submit all data fields required as detailed in GIS Data Standards.</b> A CD of the submittal must include the completed Excel spreadsheet with all required data fields populated. Submittal will be reviewed by DOTI Permit Operations, and possibly Right-of-Way Inspections and/or GIS.</p> <p><b>Certificate of Insurance</b> as specified below.</p>

<b>Bond</b>	A bond to the City and County of Denver to cover the removal of any news rack that is in violation of this ordinance is required with the first Company application in the amounts of \$75.00 per permitted news rack up to a maximum of \$5,000.00
<b>Certificate of Insurance</b>	Pursuant to the <u>Denver Revised Municipal Code</u> , the Applicant must submit a <b>Certificate of Insurance</b> providing coverage for all news rack locations for the duration of the permit to DOTI Permit Operations. Specific coverage should include the City and County of Denver as an additional insured as follows: “Additional insured: The City and County of Denver, its Officer, Officials, and Employees.” The City and County of Denver must also be listed as Certificate holder. Permit will not be issued without the Certificate of Insurance. Applicant must have valid & current Certificate of Insurance with minimum General Liability Limits of: \$100,000 Individual Bodily Injury; \$300,000 Aggregate Bodily Liability and \$50,000 Property Damage <b>OR</b> \$300,000 Combined Liability.
<b>Violation Notices</b>	Violations and Invoices will be delivered as specified by the applicant on the application by either: <ul style="list-style-type: none"> <li>✚ Electronic notices available on the Internet that are combined into a single document titled, “Violation and Invoice Notice”</li> <li>✚ Delivered via certified mail</li> </ul> Permit holders will not receive additional invoices or statements.
<b>Fees</b>	<p><b>Permit Fees:</b></p> <ul style="list-style-type: none"> <li>✚ \$6.00 for each news rack that is to be permitted</li> </ul> <p><b>Violation and Invoice Fees:</b></p> <ul style="list-style-type: none"> <li>✚ \$25.00 per Electronic Notice &amp; Invoice posted &amp; available for viewing at <a href="#">News and Drop Box Invoices and Violations</a></li> <li>✚ \$35.00 per Notice &amp; Invoice sent via certified U.S. mail</li> <li>✚ \$6.00 for Graffiti</li> <li>✚ \$120.00 for each impounded box</li> <li>✚ \$26.00 for each disposed box.</li> </ul> <p>Violations will be given 10-14 days to comply. After this time period, the news box(es) will be impounded and be set for disposal 10 days after being impounded.</p> <p>Each “Violation and Invoice Notice” has a unique identification number in the top right hand corner. All payments must reference this number to insure proper credit is given.</p> <p>Make checks payable to the Manager of Finance.</p>
<b>Complaints for Graffiti on News Racks</b>	Contact the “Keep Denver Beautiful” program at DOTI Solid Waste Division 720-865-7867.
<b>Company Street Address if not in Denver</b>	DOTI Permit Operation will use 200 W. 14 <sup>th</sup> Avenue as an override address when the company does not have a Denver mailing address.
<b>New Bike Racks Next to Existing Permitted News Racks</b>	Installation of new bike racks must work around permitted news racks.

## GIS Data Standards for News and Drop Box Permit Applications

All digital data provided to the City and County of Denver GIS will follow these GIS Data Standards. If there are questions, please contact DOTI Permit Operations.

### **Data Submission Standards:**

1. Delivery format will be Microsoft Excel format. Please use attached spreadsheet template.
2. Each news box permittee will use the attached spreadsheet file, *Newsbox\_Permits.xls*.
3. **Unauthorized altering** of the spreadsheet is not allowed and the spreadsheet may not be accepted for submittal.
4. The following attribute fields will be used

Attribute Field Name	Database Parameters (Width, Data Type)	Description of Field
BOX_ID	Long Integer	Unique ID (1-2000) determined by Permit applicant
PUBLICATION NAME	50, Text	Name of publication in box (Use pull-down menu). If Publication Name is not in, please enter it directly into the spreadsheet.
STREET NUMBER	10, Text	Address number in which the news box is in front of
STREET DIRECTION	10, Text	Street address direction (N,S,E,W) (Use pull-down menu)
STREET NAME	50, Text	Street address name (Use pull-down menu)
STREET TYPE	5, Text	Street address type (Use pull-down menu)
STREET SUFFIX	10, Text	Street address suffix (Use pull-down menu)
FIRST CROSS-STREET OF THE INTERSECTION (OPTIONAL)	50, Text	The street name that the news box is located on (nearest intersection to news box.) (Use pull-down menu)
SECOND CROSS-STREET OF THE INTERSECTION (OPTIONAL)	50, Text	The cross-street name (nearest intersection to news box.) (Use pull-down menu)
STREET INTERSECTION CORNER (NW, SW, NE, SE) (OPTIONAL)	2, Text	The intersection corner description where the news box is located (Use pull-down menu)
COMPANY	50, Text	Name of the news box permittee
GPS X-COORDINATE (OPTIONAL)	Long Integer	X-coordinate for GIS location
GPS Y-COORDINATE (OPTIONAL)	Long Integer	Y-coordinate for GIS location
PUBLICATION ROUTE (OPTIONAL)	4, Text	Publication route for Permit Applicant Use, not required by Denver
PUBLICATION LINE (OPTIONAL)	4, Text	Publication line for Permit Applicant Use, not required by Denver

### **Data Entry Guidelines**

1. All database fields not labeled as optional are required to be filled in. Either the nearest street address (preferably) or the intersection street and cross-street fields must be entered.
2. All database entries will be capitalized and use alphanumeric characters only; when entering new data do not use symbols for abbreviations (@ = **AT**, # = **NO.**, " = **IN**, ' = **FT**) when entering data, commas and hyphens will be used for separators.
3. Address entries must follow City and County of Denver addressing standards. Use N, S, E, and W for street address prefixes, do not use a period after the prefix; and follow postal standards for address suffix (**AVE, BLVD, CIR, CT, DR, LN, PKWY, PL, RD, ST, WAY**) do not use a period after suffix.
4. Whenever possible entries will be chosen from the pull-down menu in the spreadsheet.



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**Company Information:**

Company Name: <i>Complete legal name of company</i>	
Company Address: #, Street, Building, Suite	
Mailing Address, if different from above:	
Company Telephone Number:	
Company Email Address:	
Comments:	

**Primary Contact Information:**

Full Name:	
Direct Telephone Number:	
Email Address:	

**Secondary Contact Information (optional):**

Full Name:	
Direct Telephone Number:	
Email Address:	

**Please select the following:**

<input type="checkbox"/>	We elect to receive all violation invoices electronically posted at the cost of \$25.00 per violation.
<input type="checkbox"/>	We elect to receive all violation invoices by certified mail at the cost of \$35.00 per violation.
<input type="checkbox"/>	We have included all requirements (Bond, Insurance, Inventory, Payment, Other) as specified in the <i>Entrance Requirements</i> .
<input type="checkbox"/>	Submitted <i>with</i> this Application is the News and Drop Box inventory of either news &/or drop boxes. The inventory is prepared in Excel and has the required field populated as required by the City & County of Denver.
<input type="checkbox"/>	We have included payment of full fees with this application based on the terms & conditions of the ordinance.
<input type="checkbox"/>	We do not have any outstanding payments due to the City and County of Denver.

<i>Signature</i>	<i>Date</i>	<i>Title</i>