



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
denvergov.org/dotipermits

Street Furniture and Tables, Chairs & Railings Entrance Requirements

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| Authority: | <p><i>Denver Revised Municipal Code</i></p> <ul style="list-style-type: none"> ✚ Chapter 49, “Streets, Sidewalks & Other Public Places” ✚ Chapter 49, Sections 531-537; Miscellaneous Street Furniture <p>Rules & Regulations:</p> <ul style="list-style-type: none"> ✚ <i>Issuance of Permits by the City Traffic Engineer and Issuance of Bus Bench, Bus Shelter and Kiosk Revocable Permits in the Public Right-of-Way.</i> ✚ <i>Minor Encumbrances Allowed in the Right-of-Way.</i> |
| Purpose of Ordinance: | <p>The purpose of this document is to assist customers in applying for and receiving permits for Miscellaneous Street Furniture and/or Table, Chairs & Railings.</p> |
| Document Date: | <p>August 04, 2022</p> |
| Permit Types: | <ul style="list-style-type: none"> ✚ Public Occupancy Permit for Street Furniture ✚ Revocable Street Occupancy Permit for occupying right-of-way during installation. ✚ Construction Permit (<i>if doing any construction activities in preparation for occupancy</i>) |
| Permit Dates: | <ul style="list-style-type: none"> ✚ Public Occupancy Permit: 03/01/YY – 02/28/YY. Permits will not be prorated for partial year terms. ✚ Revocable Street Occupancy Permit for construction and placement is date specific and determined by applicant. ✚ Construction Permit Term is date specific and is determined by applicant. ✚ Zoning Special Use Permit. <i>See Affiliated Departments below.</i> |
| Customer Interface: | <p>Most communication is through DOTI Permit Operations and DOTI Construction Engineering District Inspectors who interface with applicants for placement and construction.</p> |
| Affiliated Departments & Agencies, and Roles: | <ul style="list-style-type: none"> ✚ DOTI, Development Engineering Services Construction Engineering for location and/or construction activities review. ✚ Community Planning & Development, Zoning Administration for <i>Zoning Use Permit</i>. ✚ Other departments and/or work groups as deemed necessary by DOTI Permit Operations. ✚ Downtown Denver Partnership for requests for permits on 16th Street Mall. |
| Considerations: | <p><u>Definitions</u></p> <ul style="list-style-type: none"> ✚ Miscellaneous Street Furniture may include: bike racks; benches; planters, tables, chairs or railings. Information for minor encumbrances is available at: denvergov.org/dotipermits ✚ Applicant should understand DOTI Rules & Regulations: <i>For Minor Encumbrances Allowed in Right-of-Way</i> prior to submitting application and required documents. <p><u>Associated Requirements and Permit Notes</u></p> <ul style="list-style-type: none"> ✚ A Construction Permit is required as deemed by DOTI DES Construction Engineering for construction-related activities in the public right-of-way. ✚ Encumbrances cannot interfere with safe and clear passage of pedestrians. ✚ This is a revocable permit and may be revoked without cause at discretion of Manager of DOTI. The Permittee shall fully comply with provisions of Article IV (Prohibition of Discrimination in Employment, Housing and Commercial Space, Public Accommodations, Educational Institutions and Health and Welfare Services) of Chapter 28 (Human Rights) of |

Revised Municipal Code of the City and County of Denver. Failure or refusal to comply with any provision of this Ordinance shall be basis for revocation of permit.

✚ Permittee shall assume full responsibility for any and all damages incurred to Utility Company facilities due to activities authorized by permit. For purposes of permit, "Utilities" or "Utility Company" refers to any company, government entity, or agency that legally installed utility facilities within 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 the Permittee at its sole expense. Costs, if any, for the removal, relocation, replacement or rearrangement of Utility Company facilities shall be borne by requester. Existing telephone facilities shall not be utilized, obstructed or disturbed.

Possible limitations:

Miscellaneous street furniture may not be mounted nor attached to any privately owned street furniture or utility pole without written permission.

Railings must be attached to sidewalk at existing grade.

Changes to existing grade of sidewalk will not be allowed under terms of permit.

Maintenance and Repair:

Permittee shall maintain all miscellaneous street furniture in safe and clean condition at all times.

Damaged or disfigured miscellaneous street furniture shall be repaired or replaced immediately upon notification or discovery of such damage or disfigurement.

Tables, Chairs, Railings:

~~Installation or replacement~~ Installation or replacement of railings will be done in accordance with the semi-permanent railing specifications as described by DOTI, DES Construction Inspection Department. *See Attachment 2 to this document for guidelines.*

Access, railings, door and gate hardware will comply with the American Disabilities Act Standards.

If the sidewalk is 21 feet wide or greater, a minimum of 8 feet of clear sidewalk

less than 21 feet, a minimum of 5 feet of clear sidewalk must be provided. ~~alk~~ must be provided. If

Application Process:

Property Owner and/or Agent for Owner must submit an application letter to DOTI Permit Operations.

✚ The application letter **must** include the following information:

- Property Owner and Owner Agent's name, address, telephone number and email address.
- Itemized list of each item to be covered in permit.
- An explanation of **why** public right-of-way must be utilized to accomplish proposed project.

✚ Site plan showing property line(s), building line and/or curb flow lines as well as all dimensions and square footage of encumbrance. *See Attachment 1 to this document which is a Site Plan example.*

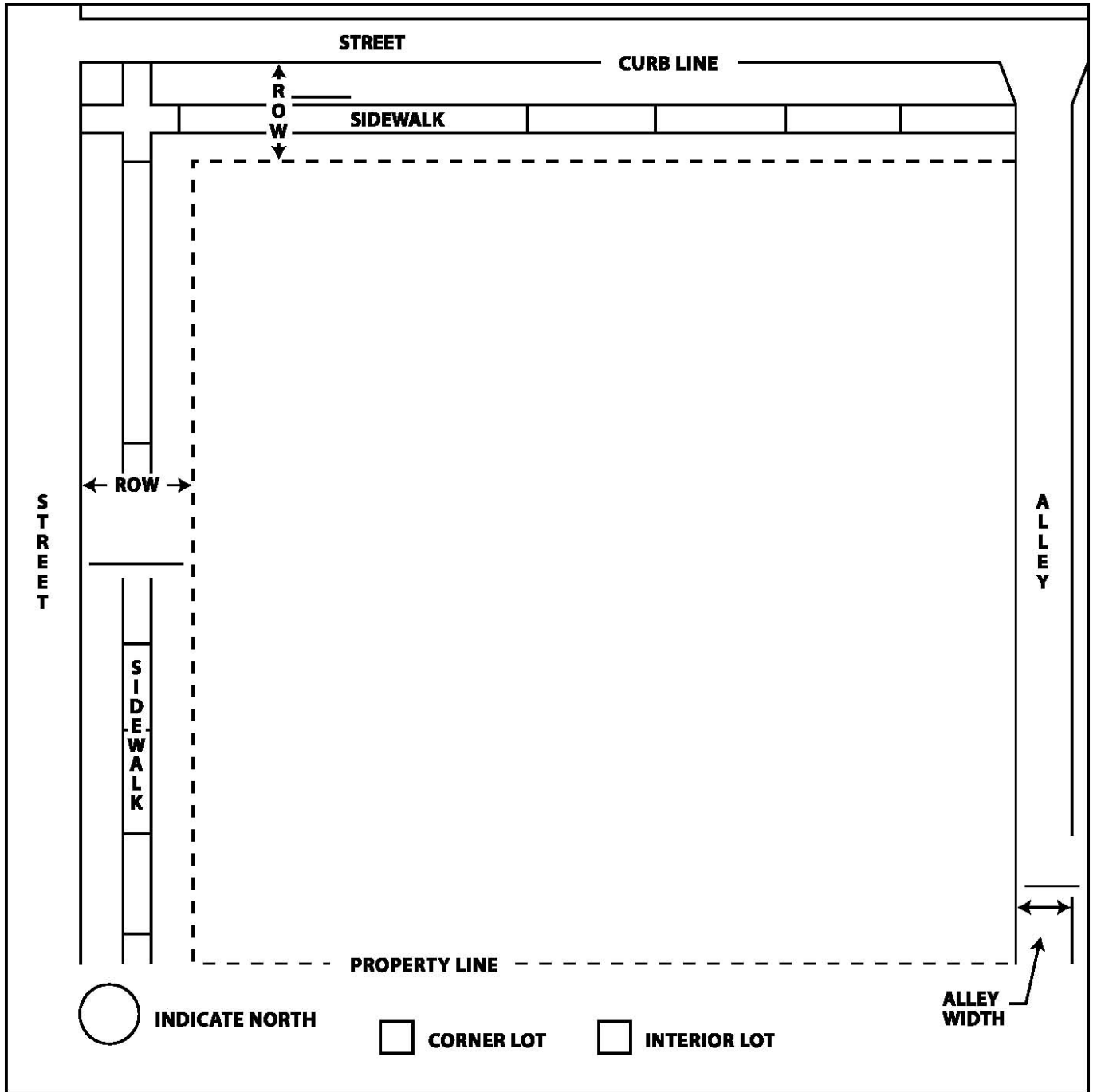
✚ Site plan **with dimensions** showing height, width and length of each item with ties to building lines, property line(s) and/or curb flow lines, including vertical clearances of all items occupying encumbrance. Site plan must show as much detail as possible.

✚ Copy of Community Planning & Development Zoning Administration *Application for Use Permit*; this is required whether Zoning has approved or denied Use Permit.

✚ Initial processing fee, as detailed in Fees Section of this document.

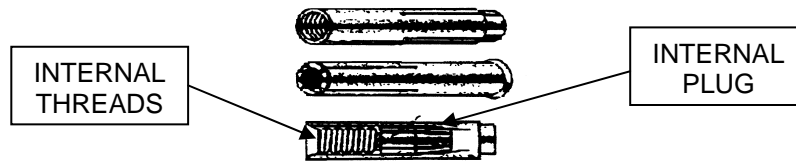
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| | <p><u>On 16th Street Mall:</u></p> <ul style="list-style-type: none"> ✚ Requests for permits for businesses on 16th Street Mall should be made to DOTI through Downtown Denver Partnership Business Improvement District (DDPBID). If the application is approved, DOTI Permit Operations will issue a Sidewalk Cafe permit and distribute to applicant via DDPBID. Fees for permits are listed in Rules & Regulations: For Vending On the 16th Street Pedestrian and Transit Mall, available at: http://www.denvergov.org/admin/template3/forms/16thstmallvend.pdf |
| Approval Process: | <ul style="list-style-type: none"> ✚ Please allow a minimum of 15 working days for permit review for initial applications. ✚ Copy of Certificate of Insurance is required to obtain Public Occupancy Permit prior to issuance. ✚ Renewal of current permits is done online at denvergov.org/dotipermits. |
| Certificate of Insurance: | <p>Pursuant to Chapter 49 of the Denver Revised Municipal Code, Section 49-357 and/or Section 49-463, Permittee must maintain insurance in force consistent with the requirements of the code for the term of this Permit.</p> <p>An insurance policy shall name the City and County of Denver Manager of DOTI, as an Additional Insured, with minimum limits of coverage of \$250,000/\$500,000 for bodily injury and \$10,000 for property damage, naming the location/address of the encroachment on public property for which permit is issued. (or the Physical address) The insurance certificate must be maintained as stated on the permit. Non-compliance will render the permit void susceptible to permit revocation and the aforesaid encroachment(s) shall forthwith be removed.</p> |
| Fees: | <ul style="list-style-type: none"> ✚ \$ 150.00 Initial Processing Fee (non-refundable) ✚ \$ 100.00 Annual Fee per location ✚ Construction permit fees as determined by DOTI DES Construction Engineering based on current <i>Schedule of Fees</i>. Fees are subject to change and are available online at: denvergov.org/des ✚ Make check or money order payable to: <i>Manager of Revenue</i>. |

Attachment 1 to *Street Furniture and Tables, Chairs & Railings Entrance Requirements*: Sample Site Plan to be used to accompany application letter



Attachment 2 to Street Furniture and Tables, Chairs & Railings Entrance Requirements: BOLTS - ANCHOR SPECIFICATIONS¹

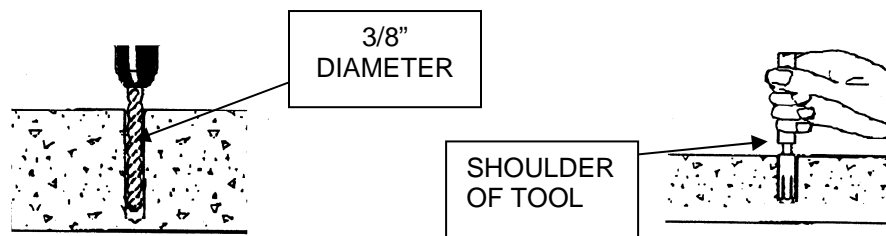
All items must be anchored to concrete using a steel drop-in anchor. The steel drop-in anchor is an all steel, machine bolt anchor available in carbon steel and two types of stainless steel.



The steel drop-in anchor 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 prefitted 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

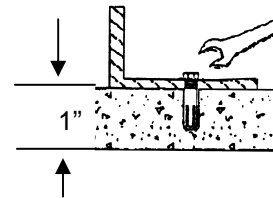
Drill a hole into the concrete to the depth of embedment required. The tolerances of the drill bit should meet the requirements of ANSI Standard B272.75. Do not over-drill the hole. Blow the hole clean of dust and other materials.



Insert the anchor into the hole, and make the top flush with the surface. Using a power awl 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 Item is required to be anchored to the concrete. Use a minimum of two anchors, placed diagonally to each other. 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. The maximum size anchor allowed is 1/2" diameter. In no case will 3/4" or greater holes be allowed in concrete areas or pads on public rights-of-way. All anchors must be placed flush with the surface as stated above. A bolt with a fender washer that resists rusting must be used to anchor the Item. The Engineer must approve variations of this requirement.



BOLTS - EXEMPTION

In unique situations, the "Manager" may approve alternative designs to the Bolts – Anchor Specifications, based on the following guidelines. The Permittee requesting an exemption must submit a complete request packet (5 parts below) for each location requested.

¹ [Ord. 49-509 (6), 49-550.17 (6), etc. for violations]