



**CITY AND COUNTY OF DENVER**  
 Department of Transportation &  
 Infrastructure (DOTI)  
 Permit Operations

**City and County of Denver**  
 Department of Transportation and  
 Infrastructure – Permit Operations  
 2000 West 3<sup>rd</sup> Avenue  
 Room 107  
 Denver, Colorado 80223-1027  
 Phone: 303.446.3759

## DOTI Special Event Entrance Requirements

Authority:	Chapter 54, Section 41 “Authority of City Traffic Engineer”, Chapter 54, Section 652 “Street Occupancy Permit Required” and “Rules and Regulations Pertaining to the Issuance of Permits by the City Traffic Engineer”.
Purpose:	Special Event Revocable Street Occupancy Permits (SERSOP) issued by DOTI are necessary for the closure of the public right-of-way for outdoor special events.
Document Date:	TBD/2020
Permit Types:	Special Event Revocable Street Occupancy Permits (SERSOP) Meter Bagging Permits
Permit Dates:	As requested by the customer.
Customer Interface:	Special Event Revocable Street Occupancy Permits Requests that are open to the public can be applied for online at <a href="#">Office of Special Events</a> . For private events or events that don't require approval from any other city agencies, email requests to <a href="mailto:TransportationTMC@denvergov.org">TransportationTMC@denvergov.org</a> . Meter Bagging Requests can be applied for online at <a href="#">Meter Bagging</a> .
Affiliated Departments & Agencies:	<ul style="list-style-type: none"> <li>• Office of Special Events</li> <li>• DOTI, all divisions</li> <li>• Excise &amp; License</li> <li>• Parks &amp; Recreation</li> <li>• Denver Police Department, Special Events Unit</li> <li>• RTD</li> <li>• Denver Department of Public Health &amp; Environment (DDPHE)</li> <li>• Office of Emergency Management (OEM)</li> <li>• Community Planning and Development</li> <li>• General Services</li> <li>• Arts and Venues</li> <li>• City’s Attorney Office (CAO)</li> </ul>
Application Process and Requirements	<p>All public <b>SERSOP</b> applications must be submitted 60 days prior to the event date and require a completed Office of Special Events application. Private events or events that don’t require approval from any other city agencies must complete a Special Event Revocable Street Occupancy Permit Request Form. All applications must include the following:</p> <ul style="list-style-type: none"> <li>• Right of Way Closure Request - Traffic Control Plan (TCP) or Method of Handling Traffic (MHT) – A barricade plan generated by a certified traffic control supervisor or licensed professional engineer from a barricade company in good standing with the City and County of Denver. A Petition may be required for residential/local street closures (See Special Event Requirements).</li> <li>• Insurance Certificate – Liability policy naming the City and County of Denver as additionally insured.</li> </ul>



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<p>Application Process and Requirements Continued:</p>	<ul style="list-style-type: none"> <li>• Event Notification Flyer – Notification flyer distributed to residents, businesses and other organizations a minimum of 45 days prior to the event and again a week before the event.</li> <li>• Event Site Plan – Indicates how the public right-of-way will be utilized and what event elements will be placed in the permitted space.</li> <li>•</li> </ul> <p>All Meter Bagging Requests must be submitted a minimum of 30 days prior to the event date.</p>
<p>Considerations:</p>	<ul style="list-style-type: none"> <li>• If the Special Event applicant has had the same event the year prior on the same relative date in the same relative location, the renewing Special Event applicant shall receive reservation priority for the current year. Special Events that fail to pay all required fees and/or receive non-compliance violations may lose their historical status. Special Event locations may not be available every year due to construction and/or right of way changes.</li> <li>• Events that close a street with parking meters will also be required to bag the affected meters. Applications, payment and permitting are all completed online. Each meter located inside the event footprint will be charged a discounted rate of \$5 per meter per day for the duration of the event. Meters outside the event footprint will be charged the standard fee. Applications must be submitted a minimum of 30 days prior to the event date. Parking meters are available on a first come, first serve basis.</li> <li>• If the closure affects an RTD route, the applicant must notify RTD of the event and closure. Contact RTD at 303-299-6676 or in person at 1900 31st St., Denver, CO 80216.</li> <li>• If the closure impacts the 16th Street Mall, the applicant must notify the Downtown Denver Partnership at 303-534-6161 or in person at 511 16th St., 2nd Floor, Denver, CO 80202</li> <li>• The Denver Police Department permits any parades, races, protests, etc. Contact the Special Events Unit of the Denver Police Traffic Operations Bureau at 720-337-1030.</li> <li>• A block party permit applies to residential streets and alleys only. The permit supports the gathering of residents on a particular block and those adjacent to the street or alley being closed. Parties organized by commercial or business interests that are advertised and/or open to the broader public are permitted under Special Events. Gatherings on non-residential streets and those that include the sale of alcohol also fall under Special Events.</li> </ul>
<p>Approval Process:</p>	<ul style="list-style-type: none"> <li>• DOTI, Operations Division, under the authority of the City Traffic Engineer or Designee, is solely responsible for the issuance of all permits</li> </ul>



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<p>Approval Process Continued:</p>	<p>for the occupancy of the public right-of-way and collection of all appropriate fees.</p> <ul style="list-style-type: none"> <li>• DOTI Systems Operations and ROW Permitting will review the application for the event. Their review may contain modifications of the Right-of-Way closure request and may require the use of police officers.</li> <li>• Permits will be issued by Permit Operations and the applicant will be notified via email.</li> <li>• DOTI Permit Operations will review the request for discounted parking meter bagging. Meter Bagging Permits will be issued separately from the SERSOP.</li> </ul>
<p>Fees:</p>	<ul style="list-style-type: none"> <li>• Special events that are open to the public, including ticketed events, that request a street, parking lane, bike lane, sidewalk, alley or public plaza closure will pay 5% of the standard fees charged for Revocable Street Occupancy Permits. Private or invitation only events, events closed to the general public, i.e. company parties, weddings and VIP events, are not eligible for discounted rates.</li> <li>• Special Event applications must be submitted 60 days prior to the event date. All applications submitted after this timeframe will be subject to a \$50 expedite fee. Applications submitted less than 30 days prior to the event date will be denied. Any event with outstanding permit fees or fines will be placed on hold until all payments are up to date. All permit fees must be paid before the event's start date.</li> <li>• A \$500 non-compliance fee may be assessed for any violation of the Special Event Revocable Street Occupancy Permit per occurrence. Violations include, but are not limited to unpermitted closures, improperly set up barricades and closures outside of permitted times.</li> <li>• Payment Options are available online at <a href="https://www.denvergov.org/AccelaCitizenAccess/Login.aspx">https://www.denvergov.org/AccelaCitizenAccess/Login.aspx</a></li> </ul>