



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

Transportation & Mobility
 Parking & Mobility Services
 201 West Colfax Avenue Dpt. 508
 Denver, Colorado 80202
[Parkingandmobilityservices@denvergov.org](mailto:parkingandmobilityservices@denvergov.org)
www.parksmartdenver.org

Car Share Permit Program Entrance Requirements

Authority:	<ul style="list-style-type: none"> ✚ Revised Municipal Code Chapter 54, Section 43(b)(6) and (8), City Traffic Engineer. ✚ Rules & Regulations, <i>Pertaining to the Administration of a Car Share Permit Program by the City Traffic Engineer.</i>
Purpose of Ordinance:	<ul style="list-style-type: none"> ✚ To establish parking restrictions, limitations, regulations or prohibitions and to designate special parking zones.
Document Date:	<ul style="list-style-type: none"> ✚ June 15, 2018
Permit Types:	<ul style="list-style-type: none"> ✚ Public Occupancy Revocable Car Share Parking Permit, Dedicated Space / Vehicle Area
Permit Dates:	<ul style="list-style-type: none"> ✚ Permits valid one year from issuance date.
Customer Interface:	<ul style="list-style-type: none"> ✚ Most communication between the City and the customer will be done through Parking & Mobility Services and possibly with Public Works Right of Way Enforcement.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> ✚ Public Works Right-of-Way Enforcement, 720-916-1600. This is for parking enforcement issues only. ✚ Parking & Mobility Services, 720-913-1735. To renew or issue car share permits.
Certificate of Insurance:	<ul style="list-style-type: none"> ✚ Pursuant to the Denver Revised Municipal Code, Customers must submit to Public Works Parking & Mobility Services a Certificate of Insurance providing coverage for all occupancy in the ROW for the duration of the Permit. Specific coverage should include, but not be limited to, as stated below. Permits will not be issued without the Certificate of Insurance. ✚ Additional Insureds: For Commercial General Liability and Auto Liability, CSO's insurer(s) shall name the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured. For self-insured CSO's, the City shall be treated as an additional insured under the self-insurance program. ✚ The City and County of Denver must also be listed as the Certificate Holder. See attached example. ✚ Waiver of Subrogation: For all coverages, CSO's insurer shall waive subrogation rights against the City. ✚ Workers' Compensation/Employer's Liability Insurance: CSO shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. ✚ Commercial General Liability: CSO shall maintain a Commercial General Liability insurance coverage with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. ✚ Business Auto Liability: CSO shall maintain business auto liability coverage with a combined single liability limit of \$1,000,000 applicable to all owned, hired and non-owned vehicles used in performing services under the permit.

<p>Application Process:</p>	<ul style="list-style-type: none"> ✚ Eligible car share companies must apply through Parking & Mobility Services, parkingandmobilityservices@denvergov.org, to be approved as a car share operator (CSO) and to be added to the permitting system. ✚ CSOs must complete the online application at parksmartdenver.org (click on permits) and provide all the following information for the specific permits. CSOs must also acknowledge the terms and conditions prior to submitting applications or renewals. ✚ Car Share Operator Documents: <ul style="list-style-type: none"> A. Current CSO Insurance Certificate for company and fleet (updated annually) B. Current Denver Sales Tax License (updated annually) <p>*must be a business registered in City and County of Denver</p> ✚ Car Share Dedicated Space Application: <ul style="list-style-type: none"> A. Location information, including address and map and photos of exact location B. Fleet license plates <p>* fleet vehicles must be registered in City and County of Denver</p> ✚ Car Share Vehicle Area Permit: <ul style="list-style-type: none"> A. Vehicle license plates <p>*vehicles must be registered in City and County of Denver</p>
<p>Consideration:</p>	<ul style="list-style-type: none"> ✚ CSO fleet vehicles, as reported by CSO, must be owned by the CSO or a parent company and vehicles registered within the City & County of Denver Department of Motor Vehicles (DMV). ✚ License plates submitted by the CSO will be checked against DMV records to determine if they are eligible within the permit program. ✚ Outreach to adjacent properties and local Registered Neighborhood Organization (RNO) is required by the CSO prior to installation of a dedicated parking space. ✚ CSO must pay all parking citations associated with its fleet before renewal of vehicle or reserved location permits. ✚ CSO is responsible for cleanliness of each reserved, on-street parking location. Failure to do so will result in the space, and permit, being revoked. ✚ CSOs are required to report information regarding their fleet and membership. This includes information on the number of vehicles in the fleet, location of vehicles, fleet usage, total number of members, member survey (regarding mode shift) and general demographics. Survey questions will be distributed to CSO by Parking & Mobility Services and should be administered by CSO between Memorial Day and Labor Day each year. ✚ City Traffic Engineer reserves the right to deny location requests.
<p>Fees:</p>	<ul style="list-style-type: none"> ✚ Fees are determined by permit type and (if applicable) location, Vehicle Area or Dedicated Space. ✚ Vehicle Area Permit: Car share vehicles relieved from time limit restriction in excess of (and including) two hours, Residential Parking Permit restrictions, and meter payment. <ul style="list-style-type: none"> A. City Wide: \$850/year ✚ Dedicated Space: CSO may request to locate vehicles on-street at dedicated spaces. Subject to additional fees including but not limited to issuance, sign fabrication and installation. <ul style="list-style-type: none"> A. Meter Displacement: 1/3 fully operational meter revenue based on adjacent meter program/rates B. Downtown Area: \$750/year (if meter is not displaced) C. Unmetered/City-wide Area: \$500/year D. Opportunity Area: \$250/year (unmetered only)
<p>Permit Conditions:</p>	<ul style="list-style-type: none"> ✚ Car Share Vehicle Area Permit Per the authority of Sec. 54-43(b)(6) and (8) D.R.M.C. permitted car share vehicles are allowed to park on any residential permit parking (rpp) block, park at a meter without payment, and park in excess of posted time limits equal to or in excess of two hours. Permitted vehicles are not allowed to park in contradiction to the 72 hour rule, street sweeping restrictions, or other posted parking restrictions. ✚ Car Share Dedicated Space Permit Per the authority of Sec. 54-43(b)(6) and (8) D.R.M.C. permitted car share vehicles are allowed to park in designated dedicated, on-street space(s). The vehicle(s) permit number shall be affixed to the corresponding sign demarking the dedicated space(s). All other vehicles are prohibited from parking in said space(s) and are subject to towing. In the event that a non-permitted vehicle is parked in the designated dedicated, on-street car share space, the permitted car share vehicle may legally park on the same block of the designated dedicated on-street space under the same permit condition provisions as in its designated dedicated space. Dedicated spaces are car share operator specific, and as such, shall have the logo of the operator visible on the sign. The car share operator is responsible for the cleanliness of each dedicated space. Failure to keep the space clean will result in this permit being revoked. Car share operators must adhere to all requirements set forth in the Public Works Manager's Rules & Regulations Pertaining to the Administration of a Car Share Permit Program by the City Traffic Engineer.



City and County of Denver Special Events and Filming Permits Certificate of Insurance

Permittees, please provide this sample certificate to your insurance agent or broker
Certificates must mirror this sample

Note the Additional Insured special instructions below

Permittee's Legal Name →

Types of insurance required →

If other insurance (Excess Umbrella for example) is required, please list it here →

Only additional insured language in this box* →

Verify correct address & contact information →

ACORD [®] CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																																																																																												
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																																																																														
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED , the policy(ies) must be endorsed. If SUBROGATION IS WAIVED , subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																																																																														
PRODUCER <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Insurance Broker Name & Address</div>	CONTACT NAME: _____ PHONE (A/C, NO. EXT.): _____ FAX (A/C, NO.): _____ E-MAIL ADDRESS: _____ ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ SAIC # _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____																																																																																													
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*The 'description' box must only contain the following additional insured language:
“The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured” with regards to the appropriate policies ONLY.

QUALIFYING LANGUAGE SUCH AS “SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY” and “IF REQUIRED PER WRITTEN CONTRACT” CAN NOT BE ADDED.

DO NOT ATTACH ADDITIONAL INSURED ENDORSEMENTS OR POLICIES

If any additional language is added to this section, the certificate will be rejected. If the requirements can not be complied with, we reserve the option to deny issuance of Filming Permit.