



**DENVER**  
THE MILE HIGH CITY

## CITY AND COUNTY OF DENVER

**Department of Public Works**  
Development Engineering Services  
Traffic Engineering Services

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
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[www.denvergov.org/PublicWorks](http://www.denvergov.org/PublicWorks)

### Special Parking Permit Entrance Requirements (School Zones)

Authority:	Denver Revised Municipal Code: <ul style="list-style-type: none"> <li>• Section 54-41</li> <li>• Section 54-491</li> </ul> Public Works Rules & Regulations <ul style="list-style-type: none"> <li>• <i>Issuance of Permits by the City Traffic Engineer, Section III – Permit Issuance</i></li> </ul>
Purpose of Ordinance:	The purpose of this document is to provide standardization in the issuance of special parking permits for school zones, provide assistance to the applicant/ customer, and retain record of locations where such permits are in existence.
Document Date:	August 31, 2009
Permit Type:	Special Parking Permit
Permit Dates:	Dates will be specified on the permit.
Customer Interface:	Applications will be submitted to Public Works Permit Operations. The Parking Operations Section of Public Works will work with the applicant/customer regarding permit specifics.
Affiliated Departments & Agencies:	Public Works Traffic Engineering Services – Parking Operations Public Works Right-of-Way Enforcement
General Requirements:	<ul style="list-style-type: none"> <li>• Complete the Special Parking Permit Application.</li> <li>• Provide supplemental documents as required and specified on the application.</li> <li>• Current Colorado vehicle registration.</li> </ul>
Application Process:	Required forms and documents must be submitted to one of the Public Works Permit Operations Office Locations:
	2000 W. 3 <sup>rd</sup> Av., Room 107 OR 201 W Colfax Av., Room 202 Denver, CO 80223 Denver, CO 80202  Days & Hours Mon – Fri (City holidays excluded) 7:30 AM – 12 PM & 12:30 PM -4 PM; Application processing is through Public Works Permit Operations. Review will be performed by Public Works Traffic Engineering Services – Parking Operations Right-of-Way Enforcement (ROWE), and other agencies deemed necessary by Parking Ops. Please allow a minimum of 15 business days for review and approval. More time may be required if a parking study is required. Applicant will be notified of approval or denial.
Considerations:	Approval of applications in school zones will be based on the following:
	<ul style="list-style-type: none"> <li>• Existing restrictions to on-street parking.</li> <li>• Absence of off-street parking and/or determination that off-street parking utilization has been maximized;</li> <li>• Availability of on-street parking space not utilized at requested location during days and times requested on application.</li> </ul>



Considerations:	Approval of applications for not-for-profit car-share will be based on availability of on-street parking space not utilized at requested location during days and times requested on application.
Fees:	<u>Permits for School Zones</u> <ul style="list-style-type: none"> <li>• An annual fee of \$45 per hangtag during permit period, hours of 8 a.m. to 4:30 p.m. during school days</li> </ul>
Permit Conditions:	<u>Vehicles with Permits for School Zones</u> <ul style="list-style-type: none"> <li>• Parking with the Special Parking Permit is not allowed: in metered areas; on Street Sweeping Days; in School Bus and Loading Zones; if temporary No Parking signage is displayed; where street occupancy permits have been issued, or under any other conditions where parking is prohibited.</li> <li>• The Special Parking Permit hangtag must be visibly displayed inside the vehicle on the rearview mirror, front side out, at all times while parked at the requested location during days and times requested on the application. A vehicle without a valid and properly displayed hangtag permit is subject to a citation and impoundment at the owner's expense.</li> </ul>