

Special Event, Filming & Parking Meter Permit Requirements and Application Guide

Special Event Revocable Street Occupancy Permit*(SERSOP):

Applications are due a minimum of 60 days prior to the requested date(s). New applicants are recommended to submit 90 days before their proposed event. If applications are submitted later than 60 days, Late fees will apply. Applications that are submitted 30 days or less, or incomplete may be denied

Public Events Submit to: Office of Public Event and Film Permitting

Private events or public events that don't require approval from any other city agencies, email a completed Special Event Revocable Street Occupancy Permit Request Form along with the other items listed below to:
SEAOA@denvergov.org

SERSOP Application checklist

1. **Completed Eproval Application** submitted to the Office of Public Event and Film Permitting (PEFP)*.
*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 (pg. 5) and the items below, but do not need an Eproval application.
2. **Traffic Control Plan** - see below for additional detail
3. **Event Notification Flyer** - see below for additional detail
4. **Event Site Plan** - see below for additional detail
5. **Insurance Certificate** - see below for additional detail

If approved, permits and invoicing will be sent via email from SEAOA@denvergov.org

Filming Revocable Street Occupancy Permit*:

(Applications must be submitted to OSE no later than 10 business days in advance – fees are waived)

Submit to: Office of Public Event and Film Permitting

*For filming on private property requiring public right of way parking, email a completed Film Permit Request to
SEAOA@denvergov.org

Filming Application checklist

1. **Completed Eproval Application** submitted to the Office of Public Event and Film Permitting (PEFP)*
*Filming taking place on private property requiring public right of way parking must complete a DOTI film application and the items below, but don't need an Eproval application.
2. **Traffic Control Plan*** - see below for additional detail *May not be required based on the type of closure*
3. **Community Notification*** - see below for additional detail *only required if additional permits are needed from DOTI or DPD.
Not required if working solely through PEFP.
4. **Site Plan** - see below for additional details
5. **Insurance Certificate** - see below for additional detail

If approved, permits will be sent via email from SEAOA@denvergov.org

Meter Bagging Permit:

(Application due a minimum of 60 days prior to the requested date(s))

Submit to: DOTI Permit Operations

Submit a [Special Event Meter Request Form](#) 60 days before your event to dotipermitoperations@denvergov.org.
For questions, contact the DOTI Meter Team at [303-446-3759](tel:303-446-3759).

[DOTI Special Events](#)

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Department of Transportation & Infrastructure Right of Way Services

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Special Event, Filming and Meter Bagging Additional Detail

Traffic Control Plan Additional Detail (example pg. 5)

A Traffic Control Plan (TCP) is a detailed layout that shows how vehicles, pedestrians, and cyclists will be safely directed around an event closure using signs, barriers and detours. It shall be generated by a certified traffic control supervisor or licensed professional engineer from a barricade company.

TCP's must include the following:

- All travel lanes (including direction), parking lanes, bikes lanes, alleys, parking lots or garages, sidewalks, crosswalks & traffic signals.
- A detour plan shall be required when closing a roadway, a bike lane or a sidewalk.
- ADA accessible pedestrian access through an event (5ft wide unobstructed path) or detour route.
- A relocation plan for shared mobility amenities, like carshare, that will be inaccessible during the closure.
- Hard closed streets that will be occupied by people/infrastructure shall be closed using three Type III barricades on each end of the closure.
- Partial road closures are not permitted unless meridian or jersey barriers are used.
- Show how driveways and garages will be addressed. Obstructed garages and traffic flow through open parking garages within the closure should be shown.
- No parking signs should be spaced 20 ft apart when closing a non-metered parking lane.

A Collector/Arterial Road, is a major road with these traits:

- Provides mobility around the city or moves traffic into neighborhoods and business districts
- Can carry through traffic
- High traffic volumes
- Usually multi-lane
- Has signal lights and striping

A Residential Street, is a local road with these traits:

- Provides access for adjacent property owners
- Does not normally carry through traffic
- Low traffic volumes, no more than 2,000 vehicles per day
- Has stop signs and not striped

You can use the City of Denver's Open Data Catalog [Street Centerlines Map](#) to determine the road classification. Select the street you want in blue, in the table under VOLCLASS the street classification will show as local, collector, or arterial.

Quick Tips

Proposals for closing a collector or arterial roadway during "Peak Hours" (6am-8:30am and 3:30pm- 6pm) will NOT be accepted. The City Traffic Engineers office reserves the right to deny any Traffic Control Plans that are insufficient and/or proposals during peak hours. Permission from RTD must be gained before proposing an event that effects a bus route or stop. Sidewalk closures should be closed corner to corner, directing pedestrians to cross the street at the pedestrian ramps. Both sidewalks on either side of the street cannot simultaneously be closed. One side must remain open or a 5ft wide unobstructed path must be maintained. Bike lanes on collector/arterial streets must be detoured to the nearest like street with a bike lane. If setting No Parking signs more than 24 hours in advance, signs should include the permit dates and times. Permit Holder is responsible for resolving all access issues. Permission must be granted from property owner to block access to parking garages, parking lots and driveways.

Event applicants must check if there are any conflicts in the area they are proposing their event. Please refer to these interactive maps to see if there is another event or construction project in your proposed location. You may also email SEAOA@denvergov.org to check for construction conflicts prior to applying.

Downtown https://www.google.com/maps/d/edit?mid=1A_JTR-gnliqBqO09If-J2rdH5LubEbSE&usp=sharing
Capitol Hill <https://www.google.com/maps/d/edit?mid=1VJVtRMs06COFSWwsribYyPHr57eNqrM&usp=sharing>
RINO https://www.google.com/maps/d/edit?mid=1S2H7QPJ_o5g-LwokK3FapKQ5w5z_UHk&usp=sharing

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Site Plan Additional Detail (example pg. 8)

A Site Plan is a scaled map that shows where everything will be at the event, like stages, vendor booths, restrooms, fencing, emergency access routes, entrances/exits, utilities and other key elements. Street closures for the sole purpose of blocking noise or views, saving parking spots or keeping people out will not be permitted. Motorized vehicles or trailers are not allowed on city sidewalks.

Event Notification Flyer Additional Detail (example pg. 7)

An Event Notification Flyer is a one-page document designed to inform people about an upcoming event. It typically includes the name of the event, the date and time, the location, possible impact on the community and contact information. Flyer must be distributed to residents, businesses, and organizations within a one block radius of the event a minimum of 45 days prior to the event and again a week before the event.

Insurance Certificate Additional Detail (example pg. 9)

A liability policy naming the City and County of Denver as additional insured is required. Event holder shall maintain a Commercial General Liability policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising claim, and \$2,000,000 policy aggregate. Holder shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used related to the permitted event or filming activities. Each policy shall contain a valid

provision or endorsement requiring a minimum thirty (30) day notification to the City in the event of cancellation of any required policy or non-renewal before the expiration date thereof, and ten (10) days' notice of cancellation on account of non-payment of premium.

For Commercial General Liability, and Auto Liability, holder shall name "The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers as additional insured. This language can be placed in the "Descriptions of Operations Box" or by having an "X" under the Additionally Insured column next to your liability coverage types. The insurance requirements specified below are the minimum requirements, and these requirements do not lessen or limit the liability of the organizer. The organizer shall maintain, at their own expense, any additional kinds or amounts of insurance that may deem necessary to cover its obligations and liabilities.

The City and County of Denver reserves the right to require additional insurance policies upon review of Permit applications.

Special Event Permitting and Meter Bagging FAQ's

Meter Bagging Permit & Fees

Events that close a street with parking meters will also be required to permit the affected meters by applying for a Meter bagging permit. Parking meters are available on a first come, first serve basis. These meters can only be used for event infrastructure and production—not for personal vehicle parking. If you are closing streets, all meters in the closed area must be reserved. Each meter located inside the event footprint will be charged a discounted rate of \$5 per day for the duration of the event. Meters outside the event footprint will be charged the standard fee. You will need to provide the meter numbers for each meter you want to reserve. These numbers are found on the meters and may change, so visit the event site to check each time you apply.

Special Event Revocable Street Occupancy Permit Fees

Events that are open to the public, including ticketed events, will pay 5% of the standard fees charged for a Special Event Revocable Street Occupancy Permits. Private or invitation only events, events closed to the public, i.e. company parties, weddings and VIP events, are not eligible for discounted rates. Applications submitted after 60 days will be subject to a \$50 late fee. Applications under 30 days may be denied. A \$500 expedite fee may be applied for events submitted under 10 business days. 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. 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, im-properly set up barricades and closures outside of permitted times.

When do I need a SERSOP?

Events that want to close or occupy the public right of ways (residential or collector/arterial streets, parking lanes, bike lanes, alleys, sidewalks, bridges, or public plazas) shall apply for a Special Event Revocable Street Occupancy Permit (SERSOP). Moving Operations utilizing rolling closures (races, marches, parades, processions) are permitted by DPD Special Events Unit. If you plan to place barricades, structures, stages, tents, tables, food trucks, equipment or anything that is not mobile in the public right of way for an event, you will need to apply for a SERSOP.

[DOTI Special Events](#)

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What is the easiest and fastest way to get approved?

You must supply DOTI with a COMPLETE application. DOTI cannot move forward with our review until we receive a completed TCP from a registered barricade company. Delays in supplying this will delay your DOTI permit. Additionally, it is recommended that you avoid requesting a closure for a collector/arterial roadway during "Peak Hours" and avoid disruptions to the bus lanes and bike lanes. For more information see our "Quick Tips" section on page 2. Submit your application at least 60 days in advance, we recommend new events apply 90 days in advance.

Why do I need a barricade company?

By law, all traffic control devices must be in accordance with the latest edition of the MUTCD and must be installed and removed by a certified traffic control supervisor or licensed professional engineer from a barricade company. Additionally, the only individuals allowed to direct traffic in an active street are flaggers from a barricade company or DPD. Only DPD can direct traffic at an intersection.

Historical Event Status

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.

Block Party Permits

The block party permit applies to residential streets and alleys only. The permit supports the gathering of residents on a 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.

[DOTI Special Events](#)

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Special Event Revocable Street Occupancy Permit Application

City and County of Denver
 Department of Transportation &
 Infrastructure -Special Events
 and Alternative Occupancy Ac-
 tivity 2000 West 3rd Avenue
 Denver, CO 80223-1027
 Phone:(303) 446-3769

All requests received by DOTI must contain the 5 items described below submitted in one e-mail in order for us to review your request for a **Special Event Revocable Street Occupancy Permit**.

Email complete application packet to:

SEAOA@denvergov.org

Note: Minimum Review Time is 60 days

Submit 1- This Form, 2- Your Traffic Control Plan (s), 3- Site Plan, 4- Neighborhood Notification, and 5 - Insurance to:

**All Information is required and must be completed prior to submission. **

(Clearly Print or Type all information please).

Incomplete packets will be denied

Company Name: _____ Date: _____

Company Address: _____

Contact's Name: _____ Off Phone: _____

Email: _____ Cell Phone: _____

Requested address & location: _____

Requested Dates: _____ To _____ Requested Times: _____ To _____

Special Event Name: _____

Additional Comments: _____

Is Denver Police being used to control traffic? Yes No

Is the event public or private? Public Private

Does your event require Parking Meters? Yes No

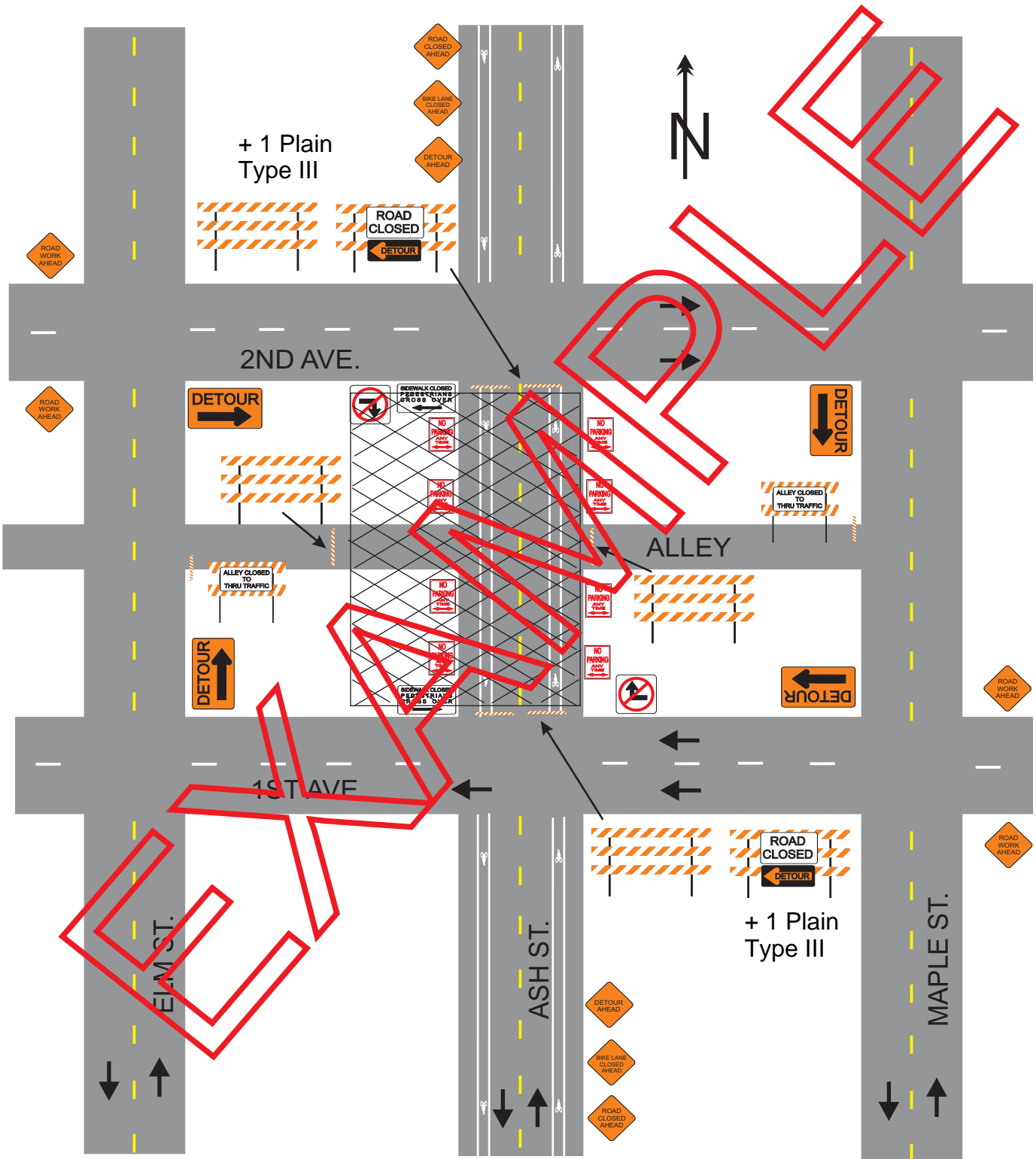
If yes, click on the link below to apply.

[Meter Bagging](#)

For City Use Only: Do not write below line. This Approval is only for the Street Occupancy Permit.		
Status:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
TCS / Engineer's Signature	Date	Permit Number
**Any modification after approval of original permit will require a resubmittal. **		

A TRAFFIC CONTROL PLAN (TCP) OR METHOD OF HANDLING TRAFFIC (MHT) SHALL BE 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.

ALL DEVICES MUST BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MUTCD AND MUST BE INSTALLED AND REMOVED BY A BARRICADE COMPANY UNDER THE SUPERVISION OF A CERTIFIED TRAFFIC CONTROL SUPERVISOR.



IMPORTANT INFORMATION!

Upcoming Event in Your Neighborhood

BEST EVENT EVER
Beautiful Park, 101 Main St
Saturday and Sunday, June 2 – 3
www.besteventever.com

Event Schedule

Set Up

- Friday, June 1, 5 – 8 pm
- Saturday, June 2, 8 – 10 am

Event Activities

- Saturday, June 2, 10 am – 9 pm
- Sunday, June 3, 11 am – 5 pm

Tear Down and Cleanup

- Sunday, June 3, 5 – 9 pm

Road Closures and Parking Restrictions

Main St between 1st Ave and 2nd Ave, and 1st Ave between Main St and Happy St will be closed and meter parking unavailable from Friday, June 1 at 7 am through Sunday, June 3 after event cleanup is complete. Attendees are being encouraged to take public transportation or ride shares to the event to help alleviate traffic and parking congestion.

Event Description

This is a fun annual event for the whole family with live music, food trucks, a beer garden and local vendors. There'll be live music on Saturday, June 2 at noon, 2, 4, 6 and 8 pm and Sunday, Jan 3 at 1 and 3 pm.

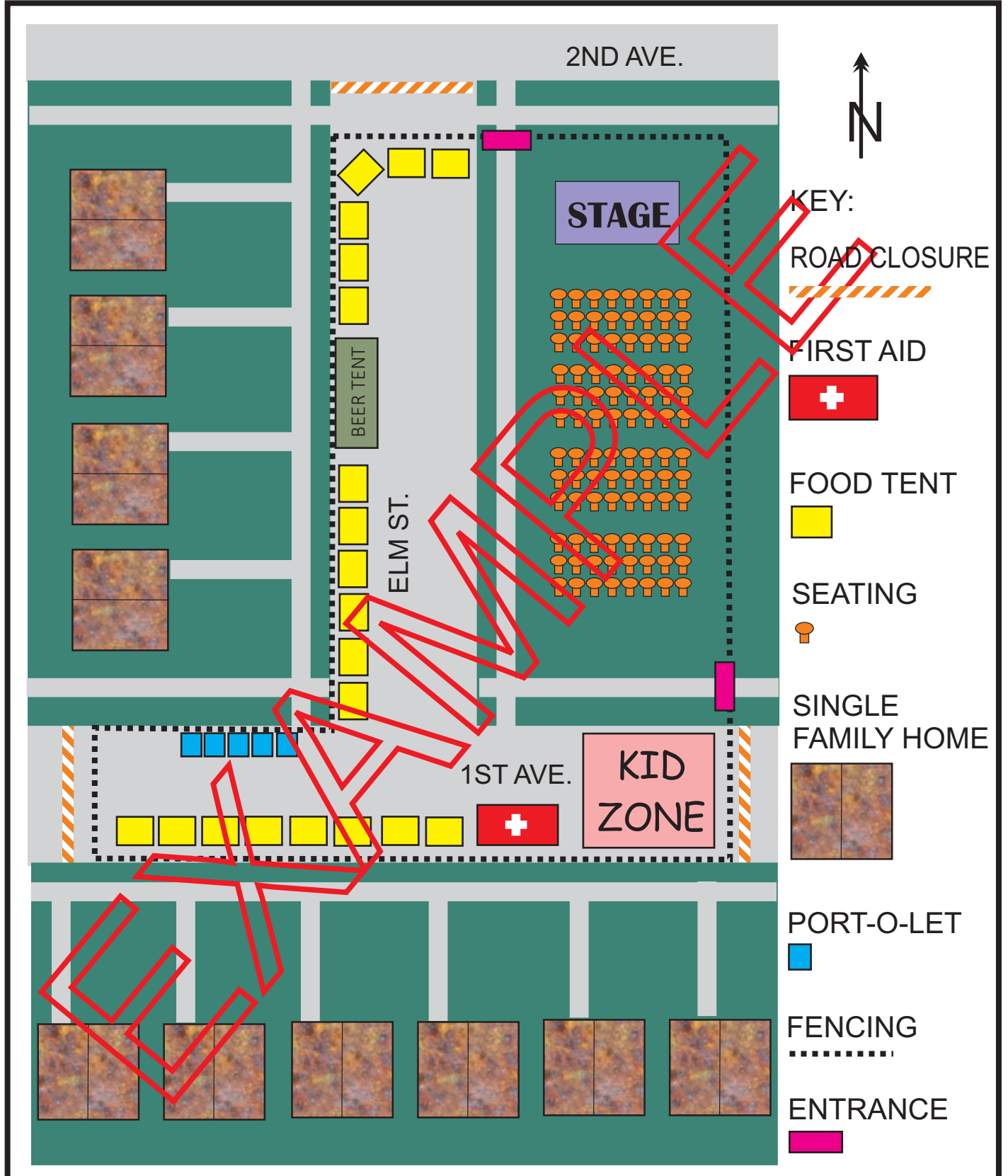
The event entrance will be located at the corner of 2nd Ave and Main St and the performance stage will be at the corner of 1st Ave and Main St. Please see below for a map of the event area.

Find event details and updates at www.besteventever.com.

Thank you for your support and cooperation with this community event. We are working with the City and County of Denver to minimize all event-related disruptions. We hope to see you there!

Please contact Julie Smith at besteventever@gmail.com and 303.720.1234 with any questions.

AN EVENT SITE PLAN DETAILS THE SPECIFIC USE OF THE PUBLIC RIGHT-OF-WAY. AN EVENT SITE PLAN SHOULD INCLUDE ALL ELEMENTS OF THE EVENT INCLUDING (BUT NOT LIMITED TO) TENTS, PORTA-LETS, STAGES, GENERATORS, TRUCKS, TRAILERS ETC. IT SHOULD ALSO INCLUDE FENCING, STREET NAMES, ENTRANCES, SIDEWALKS & LOCATIONS OF ROAD CLOSURES.



Permit holders, please provide this sample certificate to your insurance agent or broker.

Certificates must mirror this sample

Note Additional Insured special instructions below

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 09/27/2021

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: Insurance Broker Name & Address
 CONTACT: NAME, PHONE (A/C, H/L, Ext), FAX (A/C, No), ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #

INSURED: Permit Holder's Legal Name & Address
 INSURER A, INSURER B, INSURER C, INSURER D, INSURER E, INSURER F

CERTIFICATE NUMBER: 191862 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADG, SUBR BSR, WDG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		10/10/2021	10/11/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					
	CLAMS-MADE					
	OCURR					
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY					
	PRO-JECT					
	LOG					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ex autos) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO					
	ALL OWNED AUTOS					
	SCHEDULED AUTOS					
	RECH-OWNED AUTOS					
	HRED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$ AGGREGATE \$
	EXCESS LIAB					
	OCURR					
	CLAMS-MADE					
	RETENTIONS					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WG STATU-TORY LIMITS \$ OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Y/N					
	N/A					
	DESCRIPTION OF OPERATIONS					
	Below					
	If other insurance (Excess Umbrella) is required, please list it here					
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
	The City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured with respects to the Commercial General Liability.					
	CERTIFICATE HOLDER					
	City & County of Denver 201 West Colfax Ave. Denver, CO 80202					
	CANCELLATION					
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
	AUTHORIZED REPRESENTATIVE					

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*The 'Description of Operations' 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" CANNOT BE ADDED

DO NOT ATTACHED ADDITIONAL INSURED ENDORSEMENTS OR POLICIES

If any additional language is added, the certificate will be rejected. If the requirements cannot be complied with, we reserve the option to deny issuance of permits or other requests.