



# TIER DETERMINATION SUBMITTAL CHECKLIST

## FOR ENCROACHMENTS & ENCUMBRANCES IN THE PUBLIC RIGHT-OF-WAY

Download this checklist, fill out, and submit along with the Application and supporting documentation to [DOTI.ER@denvergov.org](mailto:DOTI.ER@denvergov.org).

- This checklist is only for Applications requesting Tier Determination or Tier I Statement of No Objection only
- Encroachment Determinations are *not* an approval** of information provided with this submittal.
- It is the Applicant's responsibility to provide sufficient information for an accurate Tier Determination
- Tier I Encroachments do not require an Encroachment Permit, other permits still apply
- Tier II and Tier III Encroachments require separate Encroachment Permit Application for review and approval
- Additional information will be required at the time of separate Encroachment Permit Application
- Tier Determinations are subject to change based on new information and comprehensive review of a separate Encroachment Application

### Encroachments shall be in accordance with:

- [Denver Revised Municipal Code \(DRMC\) Chapter 49, Streets, Sidewalks and Other Public Ways](#)
- [Rules and Regulations Governing Encroachments & Encumbrances in the Public Right-of-Way](#)
- [Transportation Standards and Details for the Engineering Division](#)

### Encroachment Application

- Signed by adjacent property owner** or authorized Special District representative as owner of Encroachment
- Select 'Determination Only' on Application

### Site Maps, Exhibits, and Plans

PROVIDE MAPS, EXHIBITS, AND/OR PLANS TO ILLUSTRATE MINIMUM INFORMATION NECESSARY TO UNDERSTAND CURRENT CONDITIONS AND PROPOSED ENCROACHMENT DESCRIPTION AND PLACEMENT

- North arrows and legends
- Labels and dimensions of current conditions and proposed, final conditions
- Property/Right-of-Way lines, right-of-way widths, street names and adjacent property addresses
- Edge of pavement, curb and gutter, sidewalks, nearby driveways, and alleys
- Distance between the property line and the back of curb
- Location and size of Encroachment - Show and dimension limits of both above and below ground elements
- Distance from Encroachment to the nearest flowline, from Encroachment to sidewalk, of clear sidewalk width
- Projection of Encroachment from building and vertical height/clearance of the Encroachment from finish grade
- Construction Materials
- Electrical service alignment, electrical connection location, and voltage/amps requirements
- Cross-sections (show ROW line, sidewalk, curb/gutter, limits of encroachment above/below ground, vertical clearance)
- Manufacturer's, construction, special, and non-standard details
- Photographs or other renderings of proposed installations

### Contact Information for Owner or Authorized Application Representative:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ COMPANY: \_\_\_\_\_

City and County of Denver Department of Transportation & Infrastructure  
 Right-of-Way Services | Engineering & Regulatory  
 201 W Colfax Ave, Dept 506 | Denver, CO 80202  
[www.denvergov.org/doti](http://www.denvergov.org/doti)  
 Phone: 720-865-3003

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