PERMIT SUBMITTAL CHECKLIST

FOR ENCROACHMENTS IN THE RIGHT-OF-WAY

Right of Way Services Division
Permitting and Coordination
Land Use & Permanent Occupancy
(720) 865-3003
DOTI.LUPO@denvergov.org
www.denvergov.org/dotipermits

DENVER
TRANSPORTATION & INFRASTRUCTURE

Tiers II & III Encroachment Application Submittal Requirements

All Encroachments must be in accordance with the Denver Revised Municipal Code (DRMC), rules and regulations, and transportation standards.

- Rules & Regulations for Encroachments & Encumbrances in the Public Right-of-Way
- Rules and Regulations for the Construction of Curbs, Gutters, Sidewalks, Driveways, Street Paving, and Other Public Right-of-Way Improvements
- Rules and Regulations for the Maintenance of Improvements in the Public Right-of-Way
- Rules and Regulations Governing Street Cuts and Roadway Excavation Specifications

Rules & Regulations: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Rules-Regulations

Encroachments must also be in accordance with DOTI Transportation Standard Drawings: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Standards-Details

Other Permit Resources

The placement and operation of any Encroachment in the ROW requires other City permits or approvals in addition to Encroachment Permit requirements herein, such as a Street Occupancy Permit, Street Cut Permit, and/or ROW Construction Permit shall be required.

- Other ROWS permit resources can be found at: www.denvergov.org/dotipermits
- Development Services, Building and Zoning permits may be required. Additional permit resources for these departments: https://denvergov.org/My-Property/Remodeling-and-Construction/Permit-Office
- Office of the City Forester resources: https://www.denvergov.org/Government/Departments/Parks-Recreation/Trees-Natural-Resources

Any Submittal not meeting all minimum checklist criteria herein will be rejected as incomplete.

Effective Date: March 31, 2026

Site Plan Sheet(s)

Plans shall be sealed and signed by a Professional Engineer licensed in the State of Colorado. LUPO may waive requirements for a PE signed/sealed site plan for certain existing or standard, non-structural encroachments that do not pose a safety risk with failure. Submittal materials must still provide required, accurate ROW and encroachment information.

General Requirements

- ☑ Vicinity map
- ☑ North arrow
- ☑ Numerical and bar scale (Scale not to exceed 1" = 40')
- ☑ Legend
- ☑ PE stamp
- ☑ Plan set date and revision number (if applicable)

Plan View Requirements

(Aerial imagery is allowed, however, does not replace requirement for accurately scaled engineering drawings)

Show, label, and dimension existing and proposed final site conditions

- ☑ Property lines
- ☑ Right-of-way width
- ☑ Edge of Pavement
- ☑ Curb and gutter
- ☑ Sidewalks
- ☑ Sight Triangle and Corner Clear Zone Limits
  Encroachments are NOT allowed in the intersection clear zone per DOTI Transportation Standard Drawing 7.9 and cannot be taller than 30 inches in any sight triangle per DOTI Transportation Standard Drawing 14.0.
- ☑ Streetlights
- ☐ Pedestrian lights
- ☐ Signal Poles
- ☑ Surface utility features
  Examples: power poles, electric cabinets, handhole boxes, manholes, storm drainage inlets, traffic control boxes, vaults, valves, fire hydrants, etc.
- ☐ Regulatory Floodplain boundaries (FEMA)
- ☑ Underground and overhead utilities and services
  Examples: water, storm sewer, sanitary sewer, gas, electric, communications, etc. Use best available information from field surveys, utility-owner maps, sanitary and storm plat maps, and City of Denver GIS data (https://www.denvergov.org/Maps/).
- ☑ Trees and landscaping
- ☑ Nearby driveways and alleys
- ☑ Street names and adjacent property address(es)
- ☐ Regional Transportation District (RTD) bus stop
  Show all amenities including bench/shelter, signage, bus pad and bench pad
- ☑ Limits of Encroachment Area (shall be consistent with survey legal description)
- ☐ Size of Encroachment
  Show and dimension both above and below ground elements
- ☐ Construction Materials
- ☑ Projection from building
- ☐ Distance from Encroachment to the nearest flowline
- ☑ Distance from Encroachment to any other Streetscape feature/obstruction in proximity
- ☑ Distance from property line to back of curb

Elevation or Cross-Section Requirements

Show, label and dimension:

- ☑ Size of Encroachment - including above and below ground elements
- ☑ Existing and final grade
- ☑ Existing utilities
- ☑ Vertical height/clearance of the Encroachment from finish grade
- ☐ Depth of underground facilities

Structural Plans

Required for all underground Encroachments subject to loading, above ground Encroachments with a foundation, and projecting Encroachments. Manufacturer's certifications may be accepted with DOTI approval.

- ☐ Not Applicable – Encroachment does not have structural elements
- ☑ Structural plans, details, calculations sealed and signed by a Professional Engineer licensed in the State of Colorado.
- ☑ Plan set date and revision number (if applicable)

Detail Sheet(s) and Photos

- ☑ Photos of existing encroachments
- ☑ Manufacturer's and/or construction detail(s)
- ☐ Special, non-standard, or modified standard details.
- ☐ References to applicable City detail by drawing number on the appropriate plan and elevation view(s) with leader callouts.
- ☐ Office of the Forester's (OCF) tree protection detail and notes, available to download at https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-/land-developer-resources.html
- ☑ Plan set date and revision number (if applicable)

Benefitting Property Documents

- ☐ Not Applicable for city-, special district-, or utility-owned encroachments
- ☑ Parcel Land Description in Word format
- ☑ Title Report and deed, current within 30 days of permit issuance

Do Not submit with initial submittal; R-PAC will request this item when needed.

Encroachment Area Documents

Required for buried Tier II Encroachments and All Tier III Encroachments.

- ☑ Description and Illustration (Exhibit A) in PDF format, stamped and signed by a CO PLS
- ☑ Encroachment Area Land Description in Word format
- ☑ Prepared in accordance with the Survey Section of Right-of-Way Services guidelines

May be submitted with 2nd submittal

Comment Resolution Sheet(s)

The applicant will include a Comment Resolution sheet(s) with all resubmittals. The Comment Resolution sheet shall have the following information:

- ☐ Agency Name
- ☐ Reviewer's name
- ☐ Review comments (reviewer comments must be verbatim)
- ☐ Formal written response to each comment
- ☐ Plan set date and revision number (if applicable)

Additional Required Material(s)

- ☑ If the proposed Encroachment is a Sign, Artwork, or is located within a regulatory floodplain, historic district, individual landmark boundary, or design review district under the Denver Zoning Code, approval documents from those respective reviewing authorities shall be included in the application.
- ☐ For properties sharing the Encroachment, appropriate draft legal document shall be submitted for review by the City, which identifies ownership, maintenance and fee obligations, and what would happen to the shared Encroachment if either property were sold. After the City determines the draft legal document satisfactorily fulfills this condition, the document shall be signed by all affected property owners and recorded with the Denver Clerk and Recorder's Office. A copy of the recorded document must be provided to DOTI.
- ☐ As requested, specifications or any additional materials for the proposed Encroachment not shown on the drawings or as determined by DOTI.

Encroachment Permit Fee Schedule

Fees must be paid immediately after R-PAC provides a project number and invoice for application.

Fees (Non-Refundable)	Tier I Encroachment	Tier II Encroachment	Tier III Encroachment
Initial Processing	No Fee	$1,500.00	$1,500.00
Land Description Review	N/A	$500.00	$500.00
Resolution Review	N/A	N/A	$300.00
Annual Permit	No Fee	$200.00	$200.00

See the Encroachment Permit Requirements for payment methods.

Attestation:

I hereby attest that the above information is incorporated into the Encroachment Application submittal:

SIGNATURE:	Mindy Bernard Digitally signed by Mindy Bernard Date: 2026.05.14 13:41:39 -05'00'	**DATE:**	5/14/26
PRINT NAME:	Mindy Bernard	**EMAIL:**	mbernard@cdsdevelopment.com
COMPANY:	CDS Development Services	**PHONE:**	469-936-0194