DENVER
TRANSPORTATION & INFRASTRUCTURE

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.

- ☐ *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:	Holly Pohlmeyer	DATE:	04/06/2026
PRINT NAME:	Holly Pohlmeyer	PHONE:	(469) 806-0288
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