



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
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DENVER
THE MILE HIGH CITY

Banner Entrance Requirements

Authority:	<ul style="list-style-type: none"> ✚ Chapter 49 <i>Streets, Sidewalks and Other Public Ways</i>, Article XIII <i>Permanent Occupancy of Public Right-of-Way</i> ✚ Division 8 <i>Signs; Section 49-437</i> Temporary Signs.
Purpose:	The purpose of this document is to summarize the key issues related to issuance of Banner Permits in the City and County of Denver (“City”).
Document Date:	October 15, 2008
Access to Xcel Utility Poles:	Permission must first be secured from Xcel Energy, the owners of the poles. Contact Steve Smith at 303-571-3945 or Sue Ann Keckler at 303-571-3210. Xcel Energy will provide approved applicants with a Permit. This Permit must be provided to Public Works Permits at the time of application for a Public Occupancy Permit and Street Occupancy Permit applications. NOTE: Xcel requires 30 day notice prior to issuing their permit. Request for Banner Permits for any other type of pole or structure other than Xcel Energy will be evaluated on an individual case basis by the Supervisor of Public Works Permit Operations.
Customer Interface:	<ul style="list-style-type: none"> ✚ Public Works Permit Operations – Issues Public & Street Occupancy permits. 303-446-3759 ✚ DES Construction Engineering – Review of traffic control plans on arterial & collector streets. See DES Construction Engineering Inspector District Map for contact information. ✚ Xcel – Permits for use of Xcel owned utility poles only.
Considerations:	<ul style="list-style-type: none"> ✚ Public Works Permits can be applied for up to 30 days in advance of the requested date only. ✚ Banner designs and specifications can be submitted for approval at anytime, but it is highly recommended to submit to Public Works Permits as far in advance as possible. ✚ Banners must be event-specific including, but not limited to, religious, charitable, civic, and festive occurrences; for conventions, for Christmas decorations; in celebration of some event of religious, national, state, or civic significance, or in honor of a visit from a person of note. ✚ When extended over a public street, sign (banner) shall maintain a minimum clearance of fourteen feet, six inches. ✚ No advertising of a commercial nature shall appear in connection with any such decoration, however up to five percent (5%) of the sign may be dedicated for the name or logo of a sponsoring organization. Variances of the 5% restriction, up to 10%, may be considered by the Permit Supervisor if applicant submits a letter of request detailing the need for a variance. ✚ All signs, banners or decorations shall be satisfactorily removed as required by the permits; otherwise, the removal bond shall be forfeited. ✚ Requests for normal events for commercial sporting teams will not be allowed, however special events such as World Series, Stanley Cup, etc. will be evaluated on a case-by-case basis. <p>Banner Permitting in Local Maintenance Districts and Specialized areas of the City:</p> <ul style="list-style-type: none"> ✚ 16th Street Mall is initiated through the Downtown Denver Partnership (DDP), 303-534-6161. ✚ Larimer Square is reserved for Larimer Square Management Corporation, 303-534-2367 ✚ California Street between 14th and 16th Streets is reserved for the Denver Metro Convention & Visitors Bureau at 303-892-1112. ✚ Denver International Airport must be applied for through DIA. ✚ Public Works does not have any authority to issue permits for Denver Parks and Recreation, contact Parks and Recreation at 720-913-0700.
Permits Required:	<ul style="list-style-type: none"> ✚ Xcel Energy Permit. ✚ <i>Public Occupancy Permits</i> are required to hang banners in the right-of-way. ✚ Two (2) <i>Street Occupancy Permits</i> are required; one for the installation and the other for the removal of the banners. Customers must complete a <i>Street Occupancy Request Form</i> and submit it with a <i>Traffic Control Plans (TCPs)</i> as instructed on the form. ✚ Permission may also be needed from the Colorado Department of Transportation (CDOT) if Customer desires to place banners above a state highway.

Certificate of Insurance:	<p>Pursuant to the Denver <u>Revised Municipal Code</u>, Customer needs to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for all banners for the duration of the Permit. Specific coverage should include, but not be limited to, as stated below. Permits will not be issued without the Certificate of Insurance. Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees.</i> The City and County of Denver must also be listed as the Certificate Holder.</p> <p>NOTE: <i>Permittee will advise the City & County of Denver, Department of Public Works in writing, a minimum of thirty (30) days in advance of any insurance modification or cancellation.</i></p> <p>Local Maintenance Districts as described in the Denver Charter Section 7.7.1 are exempt from providing insurance since the district is performing functions as a local maintenance district.</p>
Bond:	<p>A cash bond (see sample below) to the City and County of Denver is required to cover the removal of any banner in the amount of \$100.00 per banner. The bond is required to cover any expenses the City may incur in removing banners. <i>A sample bond format is available on page two of this document.</i> Accompany this bond with Attorney-In-Facts' authority from the surety to execute the bond, and public liability insurance naming the City as co-insured in the limits and form as approved by the Manager of Public Works and City Attorney.</p>
Approval Process:	<p>✚ A cover letter of request to the Permit Supervisor at Public Works Permit Operations must be submitted and approved. The letter must include:</p> <ul style="list-style-type: none"> ○ Design ○ Size ○ Wording ○ Time period of request ○ Specifications of installation and location. <p>✚ Traffic Control Plans must be approved by the Right-of-Way Staff Engineer prior to permit issuance.</p> <p>✚ Additional permit review and/or approvals may be required.</p>
Rates:	<ul style="list-style-type: none"> • Public Occupancy Permits for Banners are free to not-for-profits. • Street Occupancy Permits (RSOP) for the installation and removal of the banners are calculated at the standard RSOP rates for all profit and non-profit entities.

CASH BOND example is intended to provide an understanding of format and content of a Bond as required by the City.

BOND NO. _____

SAMPLE

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal and _____, as Surety, are held and firmly bound unto the CITY AND COUNTY OF DENVER, STATE OF COLORADO in the penal sum _____, lawful money of the UNITED STATES for the payment of which well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20____. THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT ---

NOW, THEREFORE, if the said _____ shall save the City and County Of Denver harmless from all damages resulting from the removal of banners subsequent to the Revised Municipal Code 49-437, and as a cash bond to cover the cost of the removal of any banners that is in violation of this division.

This bond pursuant to and conditioned upon the provisions of Section 49-437 of the Revised Municipal Code.

SECRETARY-TREASURER

SEAL _____

By _____
SEAL _____
BY _____