



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
Phone: (303) 446-3759
Fax: (303) 446-3755
www.denvergov.org/pwpermits

Block Parties for Residential Areas Only

See **SPECIAL EVENTS** for Non-residential Areas

| | |
|---------------------------------|---|
| Purpose: | The Transportation Engineering Division and the Denver Police Department have adopted standards for the closure of the streets/alleys for private use to safeguard the interests of the applicants as well as the general public. Block Party permits are for residential street/alley closures only, all other closures are permitted under Special Events |
| Document Date: | December 14, 2009 |
| Customer Interface: | Most communications between the City and the customer will be done through Public Works Permit Operations (PWPO). |
| Petition From Residents: | <ul style="list-style-type: none"> ✚ Every resident must be notified of the street/alley closure. ✚ A completed <i>Petition of Street or Alley Closure</i> signed by approximately 75% of the residents impacted by the closure is required. ✚ For residents unavailable for signatures a written notice of the closure shall be left indicating the street/alley to be closed with the date and hours specified. ✚ When the petitioner has secured signatures from the majority of the residents approving the street or alley closure, one applicant, who shall be delegated to assume responsibility for meeting the above conditions, shall apply in person not less than five (5) working days in advance of the closure to Public Works Permit Operations. |
| Time Limitation: | <ul style="list-style-type: none"> ✚ Street/alley closures shall be permitted only between 10:00 A.M. and 10:00 P.M. in residential areas. ✚ Violations of the City’s Noise Ordinance can be enforced after 9:00 P.M., Denver Revised Municipal Code Chapter 36-7 (3). |
| Insurance: | <ul style="list-style-type: none"> ✚ The City & County of Denver must be insured for liability whenever Public Right-of-Way is closed. Applicants must provide a Certificate of Insurance listing as Additional Insured: “The City & County of Denver, it’s officers, officials, and employees”, in the amounts of \$100,000 per individual and \$300,000 per incident for bodily injury, and \$50,000 property damage for any permit. ✚ Participation in TULIP (Tenant Use and Liability Insurance Program) offered through the City & County of Denver generates the required Certificate of Insurance. ✚ See Instructions for purchasing TULIP insurance at the end of this document. <p>NOTE: In addition, the Street Occupancy Permit, which must be signed by someone acting on behalf of the Permittee, will contain a “save harmless” clause. This clause will make the Permittee liable for any and all claims that arise as a result of the street /alley closures, and relieve the City & County of Denver of all liability.</p> |
| Barricades: | Permittee shall be responsible for providing and placing barricades, cones, and signs in accordance with the Manual on Uniform Traffic Control Devices (MUDTC) as revised by the Colorado Supplement. Detours will require an approved traffic maintenance plan. |
| Litter: | The applicant shall be responsible to see that the street &/or alley is returned to a clean and sanitary condition prior to re-opening for vehicular traffic. |



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Petition for Street *or* Alley Closure for Residential Block Parties

Street _____ Between _____ and _____

Date _____ Hours: From _____ A.M./P.M. to _____ A.M./P.M.

The below named persons including approximately 75% of all residents on both sides of the above named street/alley section, request the closure of said section on the date and during the hours specified above for their private use according to the conditions of the reverse side hereof.

| Signature | Address of Property | Telephone | Date |
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| Name of Person Circulating Request | |
| Telephone Numbers | |
| Address (<i>House Number, Street, City, State, Zip</i>) | |

National Tenant User Liability Program

Tenant Users Liability Insurance Policy (TULIP)

Website Instruction

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

Note: You may view TULIP fees by obtaining a quote, with no obligation to purchase.

To access the TULIP program, please visit <https://www.ebi-ins.com/tulip/>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the actual facility code:
DENVER PUBLIC WORKS = 1879-002

The screenshot shows the 'TULIP Purchase' website in a Microsoft Internet Explorer browser. The page title is 'TULIP Purchase - Microsoft Internet Explorer provided by City & County of Denver'. The URL is 'https://www.ebi-ins.com/tulip/'. The page content includes a navigation menu with options like 'Home', 'Applications', 'Products', 'New Brokers', 'Submit Business', 'Claims', 'Personal Lines', and 'Online Products'. Below the menu, there is a 'Welcome!' message and instructions to fill in information. The main section is titled 'Step 1: Select your facility' and contains a form with a dropdown menu for facility selection. A callout box points to the dropdown menu with the text 'Enter Facility ID # 1879-002 Here'.

2. Once you have made a selection, please verify you have the correct location before proceeding to the next step.
3. When you have selected the correct location, you are ready to follow the steps to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop down lists to select again.

IMPORTANT! When you are asked for the name of your event, include the name of the park, recreation center or other facility you are renting in the name. If you have a permit number, please include that, as well.

Examples: Closure of 1800 to 1900 Lawrence Street for Block Party
John Smith Family Picnic at City Park Permit Number XXXX

4. Once coverage has been purchased, a certificate of insurance will be e-mailed to you. Please print and provide a copy to the Public Works Permit office.

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