

ENGINEERING DIVISION

Project / Subject **Temporary Signs**

Date: _____

Participants: _____

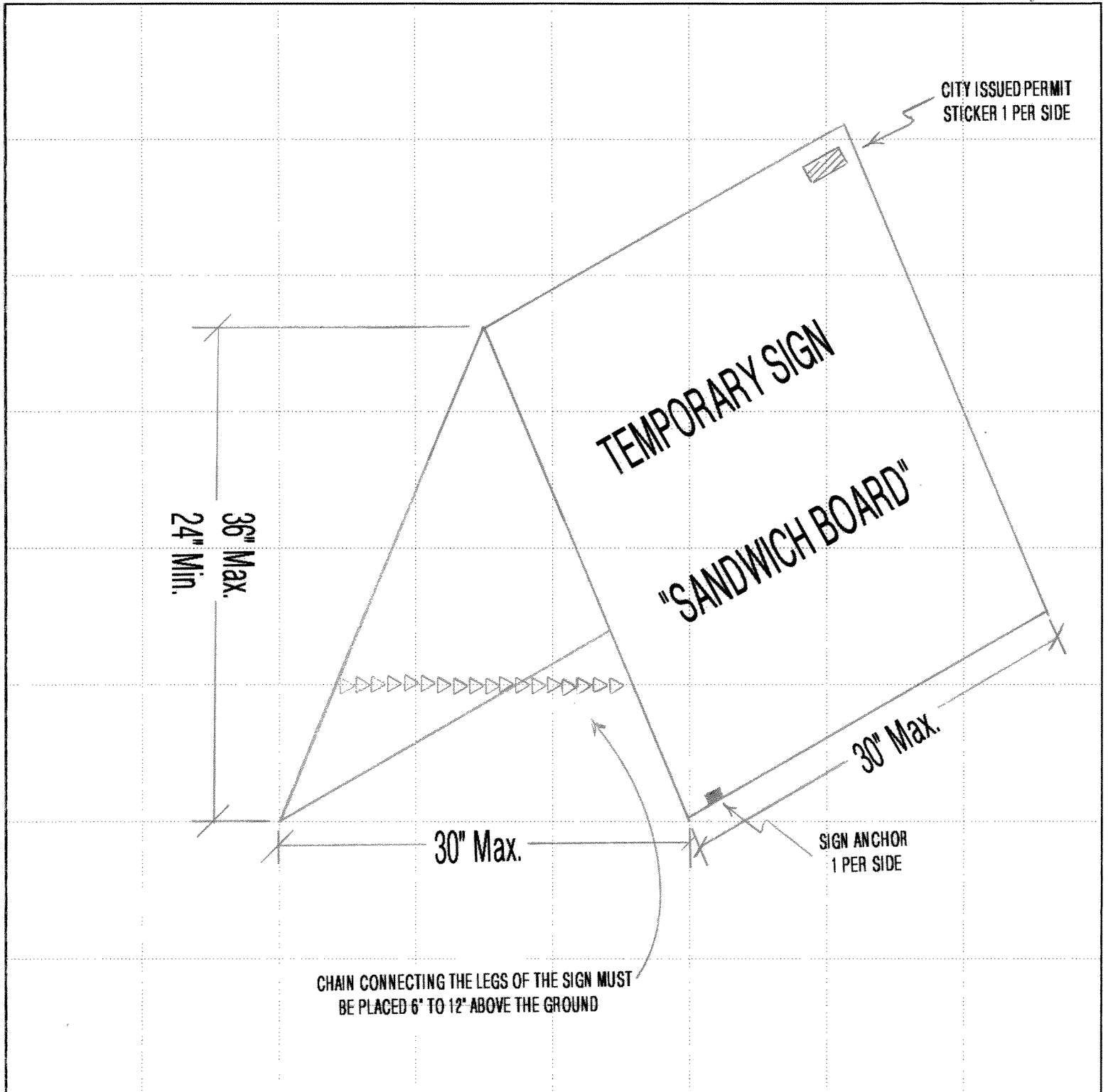
Meeting Notes

Phone Record

Distribution: _____

Memorandum

Decisions / Tasks / By Whom _____



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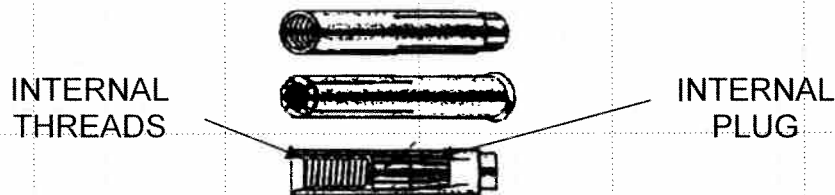
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Temporary Sign Anchor Specifications For Concrete Surfaces

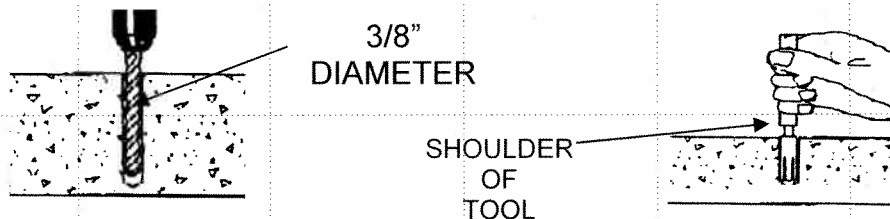
Public Works requires that signs be anchored to concrete using a steel drop-in anchor. The steel drop-in anchor is an all steel, machine bolt anchor available in carbon steel and two types of stainless steel.



The steel drop-in is an internally threaded expansion anchor complete with a pre-assembled integral expander plug. The anchor is expanded with a matching setting tool designed to protect the internal threads while driving the pre-fitted plug to the end of the anchor. The tapered plug is precisely matched to the internal configuration of the anchor body to develop maximum expansion against the walls of the hole. Each steel anchor has 4 slots on the leading end, which allows it to expand. During installation, as the steel plug is driven into the bottom of the anchor, the steel shell is forced outward in four directions compressing against the walls of the anchor hole.

Installation Procedures

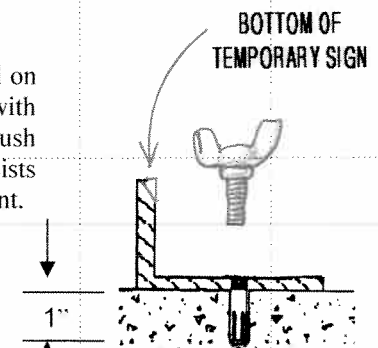
Drill a hole into the concrete to the depth of embedment required. The tolerances of the drill bit should meet the requirements of ANSI Standard B272.75. Do not over-drill the hole. Blow the hole clean of dust and other material.



Insert the anchor into the hole, and make the top flush with the surface. Using a power rawl setting tool, set the anchor by driving the tool into the anchor until the shoulder of the tool is sealed against the anchor.

Anchoring Requirements

Each sign is required to be anchored to the concrete and use a minimum of two anchors placed on each side. The minimum size anchor allowed is $\frac{1}{4}$ " diameter. The drill bit diameter associated with that anchor is $\frac{3}{8}$ " and a minimum depth of 1" must be drilled. All anchors must be placed flush with the surface as stated above. A butterfly / wing type screw with a fender washer that resists rusting must be used to anchor the sign. The Engineer must approve variations of this requirement.



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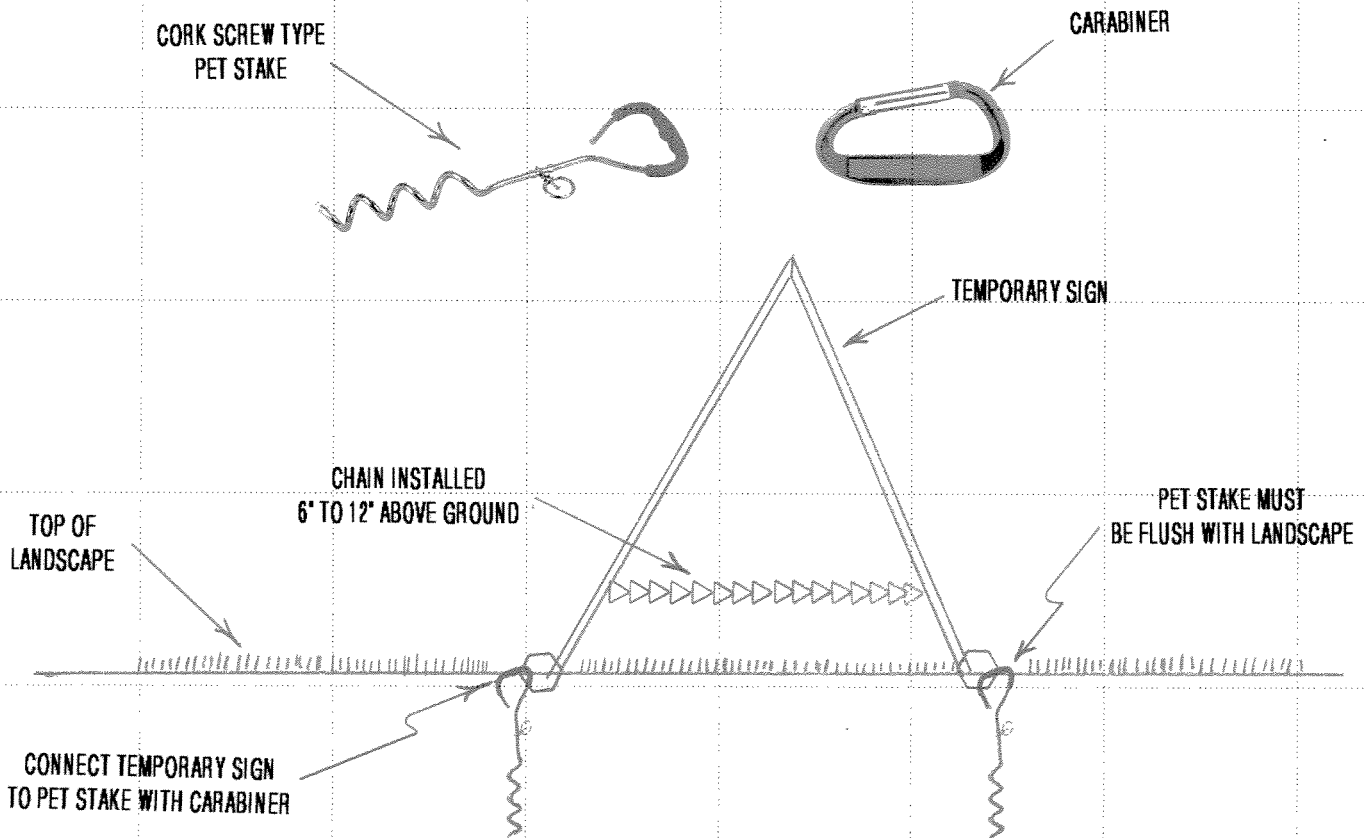
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Temporary Sign Anchor Specifications For Landscape Surfaces

Public Works requires that signs be anchored to the landscape using a cork screw type pet stake or equivalent.

Installation Procedures

Rotate the pet stake flush with the landscape allowing only the top section of the stake to be visible. Attach a carabiner to the top section and to the sign.





CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

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

DENVER
THE MILE HIGH CITY

Temporary Signs in the Right-of-Way Application (Sandwich Boards or 'H' frame)

Completed applications may be submitted by mail, in person, email or fax.

Mail or drop off your completed application to:

Public Works Permit Operations
2000 W. 3rd Ave. Room 107
Denver CO, 80223
M-F 8AM – 4PM

Email your completed application in PDF format to: pwpermits@denvergov.org

Fax your completed application to: 303.446.3755

Please allow 15 business days to process your application.

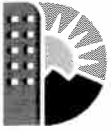
Application Date: 5/7/09		PWPO Staff Initials & Date Received:	
Business Property Address: 123 Main St. City Denver State CO Zip 80211			Zone District B1
Business Name: Joe's Diner			

Business Owner Name: Joe Lunch	Telephone # 303-123-4567	Alternate Phone # N/A
Business Owner Full Mailing Address (if different from above): Same as above		
Street	City	State Zip

By signing this application as the Business Owner, I hereby certify and agree to indemnify and hold harmless the city, its officers and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of a sign permitted under section 49-437(d).

Business Owner Signature: Joe Lunch Date: 5/7/09

Business Owner Printed name: JOE LUNCH

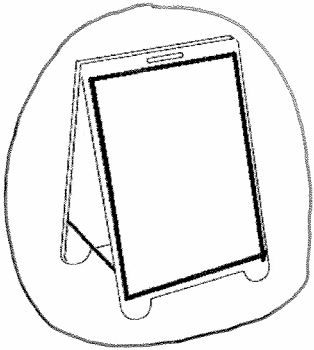


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Sign Type (Please circle one)



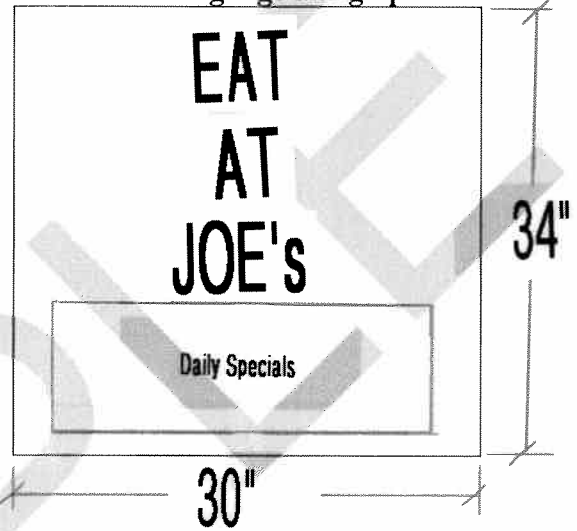
Sandwich Board
 or 'A' Frame



'H' Frame

Other
 (Provide Sketch)

Sign design and layout.
 Include all language and graphics.



Site Plan

