



**DENVER**  
THE MILE HIGH CITY

# CITY AND COUNTY OF DENVER

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operations  
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## Parking Meters and Kiosk Entrance Requirements

<b>Authority:</b>	Revised Municipal Code Chapter 54, Section 517 and Public Works Rules & Regulations, Issuance of Permits by the City Traffic Engineer
<b>Purpose of Ordinance:</b>	To reserve metered parking areas for construction purposes, special events, etc.
<b>Document Date:</b>	August 26, 2010
<b>Permit Types:</b>	Parking Meter Covering Permit / Street Occupancy Permit (Kiosk)
<b>Permit Dates:</b>	Dates are specified by the Customer/Permittee.
<b>Customer Interface:</b>	Most communication between the City and the customer will be done through Public Works Permit Operations.
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	Right-of-Way Enforcement Meter Shop provides services to cover and uncover meters.
<b>Application Process:</b>	<p>Customers must complete the <i>Special Event, Film &amp; Parking Meter Request</i> Form completely to provide all of the following information.</p> <ol style="list-style-type: none"> <li>1. Meter numbers (located on back of meter head)</li> <li>2. Bag color (Red, Yellow). <i>Red bags are dedicated to areas where ALL parking including unloading/ loading will be prohibited. Yellow bags are restricted to the Permittee specified.</i></li> <li>3. Reason for the request (examples: Bus parking, vendor parking, etc.)</li> <li>4. Specific dates and times meters will be utilized by permittee.</li> <li>5. What they want the bag legends to read (additional comments on meter request form).</li> </ol> <p>Approved charitable organization events may be eligible for discounted meters. Submit a completed <i>Special Event, Film &amp; Parking Meter Request</i> accompanied with a letter from the requesting Approved Charitable Organization. The letter must include:</p> <ol style="list-style-type: none"> <li>6. Organization name</li> <li>7. Organization / Applicant contact name and number</li> <li>8. Statement that the meters are being bagged for the Charitable Organization's event ONLY.</li> <li>9. Attach a copy of your 501(c)3 Certificate. Full fees will be charged if not included.</li> </ol>
<b>Consideration:</b>	<ul style="list-style-type: none"> <li>• <b>No permit will be issued unless accompanied by payment or credit card authorization.</b></li> <li>• Discounted meters require 72 hours for approval by PWPO. Customer must complete the <i>Special Event, Film &amp; Parking Meter Request</i> &amp; submit the required documentation listed above for EACH request.</li> <li>• Each meter request will need to have preferred meters and alternative meters shown on the meter bag application. This is needed in the event there is a conflict on your first choice of meters. Upon receipt of the required application documentation, PWPO will check to see if the meters are available. If available, PWPO will process the application and issue permits.</li> <li>• Staff will make every effort to accommodate an extension to an existing permit. Prior to granting the extension, Staff will insure that any conflicts as a result of a new permit or street occupancy permit of existing meter(s) does not exist prior to creating a new permit that extends an existing permit</li> <li>• For applications requiring a Street Occupancy Permit to accompany a Meter Permit, please allow an additional 5 business days for an Engineer Review.</li> <li>• Requests for meter bagging for use prior to 10:00 a.m. must be bagged in the p.m. of the previous business day.</li> <li>• If bagging is requested for early morning and cannot be accomplished the night before, early morning bagging (before 10:00 a.m.) can still be accomplished, but will be subject to an extra fee of \$55.00 per hour, with a 2 hour minimum.</li> <li>• Saturday bagging requests will be charged an overtime fee of \$55.00 per hour, with a 4 hour minimum.</li> <li>• <b>Same day service is highly discouraged.</b> At the minimum, allow one (1) business day for permitting and bagging services or services cannot be guaranteed.</li> <li>• For same day requests there needs to be a 4 hour window before the time of the request in order to ensure it can be completed. Meter requests made less than 4 hours before the start time will need approval from Right of Way Enforcement and can not be guaranteed.</li> </ul>

**Fees:**

- Fees are determined by meter / kiosk location times the number of days.
- The fees for meters in the CBD and CCBD are \$25.00 per meter per day and outside of the CBD and CCBD is charged \$15.00 per meter per day. Where **Kiosks** are used in place of a parking meter, the permittee will be charged \$25.00 per day per 20' of parking lane in CBD and CCBD meter area and \$15.00 per day per 20' of parking lane in all other areas. The permittee must place "no parking" signs 24 hours prior to occupancy.
- Approved Charitable Organization Events are subject to a \$10.00 per meter processing fee and a \$10.00 processing fee at kiosks.
- *For customer requesting bagging outside normal time frames, there is a minimum charge of \$220.00, based on a 4 hour time requirement.*
- Some meters will not be charged for Sundays. There will be no charge for any meters on City Holidays. For questions please call PWPO at 303-446-3759.
- A re-application fee of 50% of the total fee up to a maximum of \$100.00 will be added to the original permit fee to modify an existing permit. This includes but is not limited to change of dates and/or change in meter numbers. Change requests must be submitted 4 hours in advance in order to ensure it can be completed.