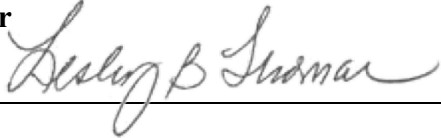





**CITY AND COUNTY OF DENVER  
DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE**

**Engineering Policy Statement**

<b>Subject: SPECIALIZED ON-PAVEMENT SYMBOLS ON PUBLIC STREETS POLICY</b>	
<b>Number: DOTIEP-014.0</b>	<b>Effective Date: 1/26/2021</b>
<b>City Engineer: Lesley B. Thomas, P.E., City Engineer</b>	
<b>Chief Operating Officer: Todd Richardson</b>	

The Department of Transportation and Infrastructure (DOTI) allows for specialized on-pavement symbols in specific circumstances, via the process contained here-in. Specialized symbols may be incorporated into active city-led projects in the Curbside Zone of the right-of-way, as defined by the *Denver Complete Streets Guidelines*. Projects where a specialized pavement marking has been approved shall be installed by the City during initial installation of the projects and City crews or contractors, but all future replacement and maintenance of symbols must be paid for, manufactured, and delivered to the City by a qualified external sponsor. If the replacement specialized symbols or markings are not paid for, manufactured, and delivered by the external entity per the procedure outlined below, the City shall replace them with standard symbols.

**DEFINITIONS FOR THE PURPOSES OF THIS POLICY**

1. Placemaking – Placemaking is a multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being. Placemaking elements may typically honor local history, places, events or culture(s), or strengthen neighborhood identity.
2. Qualified External Sponsor (sponsor)– A Qualified External Sponsor means an entity that makes a request for specialized symbols to be included in a transportation facility and takes on responsibility for maintenance of the symbol per this policy. Sponsors must demonstrate a genuine positive interest in the project success and positive outcomes for the geographic community in which the project shall take place, as indicated by responses on the Application Form.
3. Specialized Symbol—Specialized Symbol means any sign or pavement marking placed in the right-of-way by the Denver Department of Transportation & Infrastructure for transportation purposes that differs from its standard symbols and can only be approved and installed after following the process described here-in. Specialized symbols are made of materials consistent with the City’s Signal, Sign, Marking Standards.

## **PROCESS FOR APPROVAL FOR USE OF SPECIALIZED SYMBOL IN PROJECT**

To initiate the process for the use of specialized symbols, the Qualified External Sponsor must make a request to DOTI via the Specialize Symbol Application Form during planning or early design phase of a project on that street or streets.

DOTI will review the request to ensure that it complies with this policy and any other relevant ordinances, rules and regulations, and policies. Ultimate approval or denial of the symbol shall be made by the City Traffic Engineer. If approved, DOTI will provide written notification to the sponsor that the conditions are satisfied as well as an approximate number of symbols that would be utilized in the project and a list of appropriate vendors from which to procure the specialized symbol materials.

The intent to install a specialized symbol as part of the project shall be presented during community engagement activities. Inclusion of the specialized symbol in the project may be altered or eliminated as the result of feedback during the community engagement. If a specialized symbol is submitted for a project after public outreach has been completed, the application request will not be considered.

### Symbol Criteria

The specialized symbols should generally meet the following criteria:

1. Be located within the scoped boundaries of an active City project in the right-of-way; specialized symbols cannot be requested independent of a roadway infrastructure project planning or design effort.
2. Not contain any words or symbology that could be interpreted as advertising a product or company.
3. Convey the same general meaning as the standard symbol it replaces.
4. Have a similar shape, color and size of the standard symbol it replaces.
5. Be made of same or similar materials as the standard symbol it replaces.
6. Provide placemaking benefits.

Any specialized symbol must be approved by the City Traffic Engineer to ensure its safety and appropriateness as a replacement for the standard symbol.

### **INITIAL INSTALLATION OF SPECIALIZED SYMBOL**

DOTI shall install the approved symbols with installation of the project and shall also order three (3) extra symbols in cases of emergency need only to be retained by DOTI's operations crews. Any other symbol maintenance or replacement shall be conducted via the process Replacement Process detailed below.

### **REPLACEMENT PROCESS OF SPECIALIZED SYMBOL:**

1. At any time that one or more specialized symbol is determined by DOTI to be damaged or destroyed, DOTI will notify the sponsor of the need for replacement symbols and the number required.
2. The sponsor will have up to fifteen (15) business days to confirm intent to provide replacement symbol materials and deliver them to DOTI's Transportation Operations Crews at DOTI's Roslyn Campus at 5440 Roslyn St., Denver, CO or other mutually agreed upon time and location.

3. If the sponsor does not confirm intent to deliver symbol materials within fifteen (15) business days DOTI will replace them with symbols or pavement markings of the City’s choice at the City’s expense.
4. If the sponsor does not delivery symbol materials within the timeframe agreed to by the sponsor and DOTI, DOTI will replace them with symbols or pavement markings of the City’s choice at the City’s expense.

**Policy Statement Sign off Sheet**

**Subject:** Specialized Symbols on Public Streets

**Number:** DOTIEP-001.0

<b>Routing Sign off:</b>	<b>Yes/No</b>
1. Application reviewed by DOTI Project Team	
2. Application and Draft symbol presented to City Traffic Engineer	
3. Comments from City Traffic Engineer Addressed	
4. Revised application and Draft symbol presented at project community engagement event or media	
5. Comments from community evaluated and any resulting changes completed	
6. Final symbol presented to City Traffic Engineer	
7. Signature by City Traffic Engineer	
8. Final Symbol incorporated into Project Plans and reviewed through ER	
9. Final Symbol and Application presented to Transportation Operations	

<b>Approvals (only if required):</b>	
1. Project Manager	
2. City Traffic Engineer	

<b>Copies to:</b>	
Director of Transportation Operations – Original	
Executive Director Operations Coordinator - Copy	
Distribute to appropriate Transportation Operations staff	