



DENVER THE MILE HIGH CITY

Annual Parking Lot License Application
City and County of Denver - Department of Excise and Licenses
201 West Colfax Avenue, Dept 206, Denver, Colorado 80202

(ALL ANSWERS MUST BE PRINTED OR TYPEWRITTEN)

Please complete this application as it pertains to the address of this parking location.
Submit the application with all supporting documentation and payment to the Agency and address listed above.

Property Information

Property Address: _____ Property Owner Name: _____
Contact Phone: _____ Business Phone: _____ Email Address: _____
Property Owner Mailing Address: _____

Parking Operator Information (Circle HERE if Same as Above)

Operator Name: _____ Operator Contact Name: _____
Contact Phone: _____ Business Phone: _____ Email Address: _____
Operator Mailing Address: _____

Parking Lot / Garage Information

Surface Type [] Concrete [] Asphalt [] Gravel [] Dirt
Barrier Type [] Parking Block [] Poles & Cables [] Landscaping [] Other
Total Spaces [] 1-10 [] 11-50 [] 51-100 [] 100+
Exact # of Spaces [] \$50 app. fee [] \$50 license fee [] \$75 app. fee [] \$75 license fee [] \$100 app. fee [] \$100 license fee [] \$150 app. fee [] \$150 license fee

IF THIS LOT / GARAGE IS NOT A FULL-TIME COMMERCIAL PAID PARKING LOT COMPLETE THE ADDITIONAL ACCESSORY PARKING INFORMATION BELOW

** If a property owner wishes to establish a commercial paid parking lot as a primary use, omit the Accessory Parking Information section of this application. Accessory Parking is different from establishing a full-time commercial paid parking lot in that it allows a property owner to share unused or underutilized parking spaces for a fee to the public on the zone lot (or parcel). Accessory Parking is not a use by right, nor is it a primary use on any parcel. For more information on Accessory Parking, contact Community Planning & Development - Zoning or Public Works - Parking Operations.**

Accessory Parking Information

Total Parking Spaces _____ Total ADA Spaces _____ Total Access Aisles _____ Total "Van Accessible" Signs _____
Total Accessory Spaces _____ Total Van Spaces _____ Total Signs _____
Spaces are either underutilized and/or unused - highlight location on parking lot diagram
Primary Use Business Hours Time: _____ to _____ [] SUN [] M [] T [] W [] TH [] F [] SAT
Accessory Parking Hours Time: _____ to _____ [] SUN [] M [] T [] W [] TH [] F [] SAT

Accessory Parking Applications will incur a minimum \$25 zoning review fee, regardless of if application is approved.

Parking Application & Supporting Documents (reference the "Submittal Checklist" on page 2 for further detail regarding the supporting documents). Submit ALL of the following:

- [] Valid Zoning Use Permit (from Development Services) [] Diagram of Parking Lot [] \$1,000 Surety Bond
[] Excise & License General Questionnaire (pg. 3 & 4) [] Affidavit of Lawful Presence - must be notarized (pg. 5 & 6)

I declare under penalty of Oath of applicant perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility, the responsibility of my agents and employees to comply with the provision of the Denver Revised Municipal Code and all Rules and Regulations. This permit / license can be revoked.

Property Owner Authorized Signature: _____ Title: _____
Print Name: _____ Date: ____/____/____

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Submittal Checklist: Article IX section 55-263

Applicant Must Provide

- Completed Annual Parking Lot License application** (refer to page 1 of application)

- Valid Zoning Use Permit** (from Development Services): A Zone Use Permit is required before obtaining a Parking Lot/Garage license. A use permit is a document granting the applicant/owner of a lot, building, or structure permission for the requested use of the land. "Use" can be defined as any activity, occupation, business or operation transacted in a building or on a lot/tract of land. To obtain a zoning use permit, an application must be filled-out and provided to Development Services. For more information on the zoning use permit and application process, please visit www.denvergov.org and search "zoning use permit."

- Diagram of Parking Lot:** Diagram with dimensions illustrating where the following are located on the lot/garage:
- Ingress / Egress - Sign(s)⁽¹⁾ - Pay Station(s)⁽²⁾ - Lighting - Parking Spaces⁽³⁾ - Barriers to Right of Way - Adjacent Properties / Buildings - Drive Lanes
(1) Any installed sign greater than 100 square inches in area is subject to a sign permit required (Denver Zoning Code Section 10.10)
(2) Installation of a pay station may require additional permits and fees
(3) If utilizing accessory parking, highlight spaces that will be utilized and hours of operation (as noted on first page of application)

- \$1,000 Surety Bond:** The applicant shall execute to the city a bond in the amount of \$1,000 particularly conditioned to hold the city or any individual or patron harmless from any judgment or from any costs or expense due to injury or casualty happening to any person or property, real or personal, direct or indirect, through or by reason of the operation of the parking lot and the issuance of a license hereunder.

- Affidavit of Lawful Presence** (see attached document) & **Secure & Verifiable Identification** (must be notarized)
 - Any current Colorado Driver License, current Colorado Driver Permit or current Colorado Identification Card, expired one year or less.
 - Out-of-state issued photo driver's license or photo identification card, photo driver's permit expired one year or less.
 - U.S. Passport expired less than 10 years
 - Valid foreign passport with 1-94 or valid processed for 1551 stamps
 - Valid 1551 Resident Alien/Permanent Resident card. No border crosser or USA B1/B2 Visa/BCC cards
 - Valid 1688 Temporary Resident, I688B, and 1766 Employment Authorization Card with intact photo
 - Valid US Military ID (active duty, dependent, retired, reserve and National Guard)
 - Tribal Identification Card with intact photo. (U.S. or Canadian)
 - Certificate of Naturalization with intact photo.

- Completed Excise & License General Questionnaire** (see attached document)

Additional Notes / Provisions (please refer to the Denver Code of Ordinances: Chapter 55, Article IX, Division 2 for more information)

1. No person shall conduct, operate, or maintain a parking lot without first obtaining a license from the director of Excise & License.
2. Licensee shall maintain at each entrance a permanent sign not exceeding 20 square feet in area, giving the following information:
 - Hours - Rates - Separate rates for different times of day - Payment Instructions - Operator Address & Phone Number - Towing Information
3. **Towing:** It shall be unlawful for any licensee to tow away a vehicle without the express consent of the owner or operator of the vehicle; or to immobilize such vehicle by installing on or attaching to such vehicle a device designed to restrict the normal movement of such vehicle or by any other means whatsoever; or to allow any person other than the owner or operator of the vehicle, or the police or sheriff's department, to tow away or immobilize such vehicle without the express consent of the owner or operator of the vehicle.

SECTION TO BE COMPLETED BY THE OFFICE OF EXCISE & LICENSE

- Copy of valid Operator License
 - Application Fee (\$50, \$75, \$100 or \$150)
 - License Fee (\$50, \$75, \$100 or \$150)
 - Notify **Zoning & Parking Operations** for Application Review & Approval (applies to new & renewal applications)
- Approved by (print name) _____
Signature _____
Date _____ / _____ / _____

SECTION TO BE COMPLETED BY THE OFFICE OF THE CITY TRAFFIC ENGINEER

Action recommended by the City Traffic Engineer regarding accessory parking plan:

- Approved as Submitted
 - Rejected (must be resubmitted for the following reasons) _____
 - Approved with the following conditions _____
- Approved by (print name) _____
Signature _____
Date _____ / _____ / _____



DENVER
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City & County of Denver
DEPARTMENT OF EXCISE & LICENSES
201 West Colfax Avenue, Dept 206, Denver, Colorado 80202
Telephone: 720-865-2740

GENERAL QUESTIONNAIRE

To obtain a business license in the City & County of Denver, the following questions must be answered in full as part of the application. Also, each partner of a partnership, each member and manager of any Limited Liability Company (LLC), any officer or director of a corporation, or an individual or a manger may be required to complete and submit and a Criminal History Form with this questionnaire.

ANSWER EACH QUESTION COMPLETELY. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

Date ____ / ____ / ____ Tax I.D. # _____

1. Type of License Applied For _____

2. Name of Applicant(s) _____
(Individual, Partnership, Corporation, LLC) (Telephone)

3. Name of Business _____
(Trade Name) (Telephone)

(Address) (City) (State) (Zip Code)

4. Type of Ownership Individual Partnership Corporation LLC

IF INDIVIDUAL SOCIAL SECURITY NUMBER ____ - ____ - ____

(Name) (Date of Birth) (Telephone)

(Address) (City) (State) (Zip Code)

IF PARTNERSHIP or LLC SOCIAL SECURITY NUMBER ____ - ____ - ____

(Name of **Principal Member**) (Date of Birth) (Telephone) (% Interest Owned)

(Address) (City) (State) (Zip Code)

(Name of **Partner / Member**) (Date of Birth) (Telephone) (% Interest Owned)

(Address) (City) (State) (Zip Code)

(Name of **Partner / Member**) (Date of Birth) (Telephone) (% Interest Owned)

(Address) (City) (State) (Zip Code)

(Name of **Partner / Member**) (Date of Birth) (Telephone) (% Interest Owned)

(Address) (City) (State) (Zip Code)

TYPE OF OWNERSHIP (continued)

IF PARTNERSHIP or LLC CORPORATE AGENT SOCIAL SECURITY NUMBER _____ - _____ - _____

AGENT OF SERVICE _____
(Name) (Date of Birth) (Telephone)

(Home Address) (City) (State) (Zip Code)

(Name of **Officer, Director, Stockholder**) (Date of Birth) (Telephone) (% Interest Owned)

(Home Address) (City) (State) (Zip Code)

(Name of **Officer, Director, Stockholder**) (Date of Birth) (Telephone) (% Interest Owned)

(Home Address) (City) (State) (Zip Code)

(Name of **Officer, Director, Stockholder**) (Date of Birth) (Telephone) (% Interest Owned)

(Home Address) (City) (State) (Zip Code)

Attach additional sheet if necessary to list all partners, managers, officers, directors, and stockholders.

5. Responsible Party _____
Manager/Director (Name) (Date of Birth) (Telephone)

(Home Address) (City) (State) (Zip Code)

6. Has the applicant or any partner, member, officer, director, or stockholder of the applicant ever been convicted of a crime or ordinance violation (other than a traffic violation) in any federal, state, or city court? YES NO

If yes, please explain in detail _____

I declare under penalty of Oath of applicant perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility, the responsibility of my agents and employees to comply with the provision of the Denver Revised Municipal Code and all Rules and Regulations which govern my General Questionnaire Application.

Property Owner Authorized Signature: _____ Title: _____
Print Name: _____ Date: ____/____/____



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AFFIDAVIT OF LAWFUL PRESENCE IN UNITED STATES

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that

Check One

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal Law, according to the following type of authorization:

I understand that this sworn statement is required by law because I have applied for a license or permit which falls under the definition of a public benefit. I understand that Colorado state law requires me to provide one of the following forms of proof that I am lawfully present in the United States prior to receipt of this benefit:

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired one year or less. (Temporary paper license with invalid Colorado Driver’s License, Colorado Drivers Permit, or Colorado Identification Card, expired one year or less is acceptable).
- Out-of-state issued photo driver’s license or photo identification card, photo driver’s permit expired one year or less.
- United States Passport expired less than 10 years.
- Valid foreign passport with I-94 or valid processed for 1551 stamps.
- Valid 1551 Resident Alien / Permanent Resident card. **No border crosser or USA B1/B2 Visa/BCC cards.**
- Valid 1688 Temporary Resident, 1668B, and 1766 Employment Authorization Card with intact photo.
- Valid United States Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo. (United States or Canadian).
- Certificate of Naturalization with intact photo.
- Certificate of United States Citizenship with intact photo.

I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is received. Furthermore, I understand it is unlawful for me to offer, use or attempt to offer or use any evidence of my identification where such identification is false, fraudulent or incorrect in any manner or way, or which misrepresents me, or which does not belong to me, or which is altered, defaced, or changed in any respect; except such changes as are required or authorized by law; such unlawful use or offer or false identification is punishable under the criminal laws of the City & County of Denver under Denver Revised Municipal Code 38-3.

SIGNATURE MUST BE WITNESSED BY NOTARY

Signature of Affiant

Date

STATE OF COLORADO)
)
CITY AND COUNTY OF DENVER)

S.S.

SEAL

Subscribed and sworn to before me on this ____ day of _____, 20__

NOTARY PUBLIC: _____ **My commission expires:** _____

SECTION TO BE COMPLETED BY THE OFFICE OF EXCISE & LICENSES

Applicant Appeared in Person

Date _____ / _____ / _____