

# KAPLAN & ASSOCIATES LLC

ATTORNEYS AT LAW

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July 26, 2017

## Via Email to:

Ted Christianson, Director  
Department of Public Works, Right of Way Services, Engineering and Enforcement  
City and County of Denver  
201 W. Colfax Avenue, Dept. 507  
Denver, CO 80202  
Ted.Christianson@Denvergov.org

### *Re: 2017-VACA-0000002 - Alley Vacation Application*

Dear Mr. Christianson,

#### I. Introduction

I write this letter on behalf of my client, Garrett Gidley (“Garrett”), in rebuttal to the letter and formal request delivered to you on July 20, 2017 by legal counsel for Susan and David White (the “Whites”) regarding the Whites’ application to the City and County of Denver Department of Public Works Right of Way Services (the “City”) to vacate the alley running behind the Whites’ and Garrett’s properties (the “Alley”).

The Department of Public Works Engineering Division’s Policy Statement No.5, entitled “Street and Alley Vacations,” effective November 15, 2006 (“Policy Statement No. 5”), provides that “the service level of the remaining rights-of-way must be maintained or improve the existing condition” if the City is to vacate an alley or other roadway. The Whites’ arguments in favor of vacation depend entirely upon the premise that the current physical state of the Alley – including the encroachments that have prevented Garrett and his fellow vacation protestants Elizabeth and David Selzer (the “Selzers”) from accessing the public right-of-way – is the “existing condition” to which the effect of vacation should be compared. However, this premise is improper, and violates Policy Statement No. 5. It is also a self-serving and circular argument, unsupported by law and public policy, and would allow the Whites and others to reap the benefit of their own unlawful actions.

Vacation of the Alley will do more than simply vest title in the abutting landowners. Vacation will act as a ratification of the illegal and unpermitted encroachments and encumbrances constructed by the Whites and others in the public right-of-way. <sup>1</sup> Only by looking back to the condition of the Alley as

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<sup>1</sup> See D.R.M.C. § 49-111 (permit required for sidewalk, driveway or curb cut construction); D.R.M.C. § 49-171 (permit required to design, plan, construct, reconstruct or remodel any general public improvement); D.R.M.C. § 49-246 through 254 (removal of encumbrances in the public right-of-way); D.R.M.C. § 49-356 (permit required for encroachments in public right-of-way); D.R.M.C. § 49-556 (unlawful to obstruct water in streets); D.R.M.C. § 49-557 (unlawful to discharge water or waste into streets).

it existed prior to the illegal encroachments – unencumbered at its platted boundaries and available for use as a public right-of-way – can the “service level” of the Alley be properly analyzed and the full effect of vacation be fully understood.

Stated differently, it is the current legal status of the Alley that is relevant. The City and County of Denver currently holds the Alley in trust for the abutting owners and users of the alley. *See* C.R.S. § 31-23-107 (“All streets, parks, and other places designated or described as for public use on the map or plat of any city or town or of any addition made to such city or town are public property and the fee title thereto vested in such city or town.”); *Martini et al. v. Ray Smith*, 18 P.3d 776, 779 (Colo. App. 2000) (streets dedicated to public use are held in trust for the public); *Buell v. Sears, Roebuck & Co.*, 205 F.Supp. 865, 871 (D. Colo. 1962) (dedicated streets are held in trust for the abutting owners and the users of the street); *City of Denver v. Mullen*, 3 P. 693, 701-02 (Colo. 1884) (“The city having thus acquired the fee and control of these streets, in trust for the public, under the conditions of the grant and dedication, must render them passable and keep in repair as the public necessity and convenience require[.]”); *see also* Burns Park Addition Subdivision Plat Map, attached hereto as **EXHIBIT A** (dedicating “to the City and County of Denver for the use of the Public the perpetual right-of-way in, through, over and across the alley shown hereon,” with the City Council accepting the same).

Accordingly, Garrett and the Selzers currently have a legal right to use the Alley as a public right-of-way. If the Alley were to be vacated, Garrett and the Selzers would automatically be divested of the right to use the right-of-way or incorporate access to the right-of-way into any building projects on their properties (as the Whites and Joan and Andrew Hamrick have done). Such divestiture would act as a degradation of service level, and would necessarily fail the requirement under Policy Statement No. 5 that service level be maintained or improved. Moreover, service level should apply consistently to all abutting owners, and not be limited to certain owners at the exclusion of others.

## II. Issues Not Addressed by the Whites

### a. Illegal Encroachments/Encumbrances

Conspicuously absent from the Whites’ letter is any mention of the circumstances and context of the Whites’ vacation request.

Many years ago, the Hamricks constructed an unpermitted parking pad in the middle of the Alley, creating an amenity for themselves and regularly blocking access for the neighbors deeper in the Alley. This was in addition to their use of the Alley for garage access. Later, during the construction of the Whites’ home in 2006 and 2007, the Whites’ garage access was moved from the street on E. Cedar Ave. to the Alley – another amenity the owners had the luxury of choosing. Following the completion of the Whites’ home, extensive unpermitted encroachments into the public right-of-way were constructed. A retaining wall was erected across the Alley, permanently obstructing access to the properties owned by Garrett and the Selzers. The Whites’ backyard was unlawfully expanded into the right-of-way, with significant topography changes, and currently occupies approximately 1,900 square feet of the public right-of-way. Neighbor Paul Balstad followed suit, altering the topography and expanding his own yard by approximately 3,040 square feet into the public right-of-way. The remaining Alley surface was paved without permits or proper drainage engineering. During this time Mr. Balstad even inquired with the City about whether he could gain title to the public right-of-way, and the City informed him of the vacation process. Due to neighbor opposition and the complexity of the vacation

process, Mr. Balstad never submitted a vacation request or other request for approval of his encroachments, and instead proceeded with his illegal encumbrances.

Under the City and County of Denver Department of Public Works Rules & Regulations for Encroachments in the Public Right of Way, effective December 15, 2014 (the “Encroachment Rules & Regulations”), the improvements constructed by the Whites, the Hamricks, and Mr. Balstad constitute Tier III encroachments into the public right-of-way. All such Tier III encroachments require a thorough review and permitting. Among other conditions, the Encroachment Rules & Regulations provide that encroachments in the public right-of-way “shall not create access problems in the [right-of-way],” “shall not create a substantial adverse impact on persons or property or adversely affect the public health, safety and welfare,” “shall not obstruct stormwater drainage in and through the Right of Way nor cause water to collect on sidewalks, streets or alleys,” and “shall not block Fire Department connections, fire hydrants, access or pathways.” As documented during the course of this matter, these prohibited effects currently exist as a result of the illegal encroachments constructed and owned by the Whites and others.

Because the encroachments were constructed illegally without permits, a Tier III encroachment review was never conducted, and the exact sort of access problems, substantial adverse impacts, drainage obstructions, and fire safety issues contemplated by the Encroachment Rules & Regulations have been allowed to persist in the Alley for years. As discussed in Section I, Introduction above, to now allow these illegally-created conditions to form the baseline against which vacation is compared would allow the Whites and others to disregard and circumvent the purpose and procedures for both encroachment and vacation.

Garrett has repeatedly attempted to reach a compromise with the Whites and others regarding vacation subject to an access easement agreement, and has even offered to supply the engineering and work required to construct a proper and legal right-of-way that would remedy the problems with the Alley. The City has acknowledged the feasibility of such work, and Garrett remains committed to creating a right-of-way that benefits all abutting owners. A settlement would allow the Whites and others to keep significant portions of their illegal encroachments, but Garrett’s settlement attempts have been met with hostility, and the Whites have informed Garrett that that they will not contemplate any form of access easement or likewise compromise. The Whites have also repeatedly informed Garrett that entry upon their improvements would constitute trespass, despite the fact that the land in question remains the property of the City and County of Denver. Without the prospect of a private resolution, Garrett now appeals to the City to uphold its duty to protect the public right-of-way and ensure that right-of-way service levels are not worsened.

b. Stormwater Drainage

Stormwater management systems in the Alley are currently inadequate and create adverse impacts for abutting owners. The Alley was paved without a permit or appropriate engineering review, and is not constructed to code. The Alley is sloped and crowned incorrectly, causing water to pool in what is now the terminus of the Alley, instead of draining through the Alley and away from properties. Furthermore, what was once thought to be a stormdrain in the Alley is in fact an abandoned electrical utility manhole that collects water. The Hamrick property is particularly affected, as runoff pools against their garage door during storms. The Hamricks have not complained about the drainage issues because they stand to gain from vacation, but the City should nevertheless uphold its duty to maintain the Alley for the benefit of the public, including future abutting owners who might be affected by the inadequate stormwater management.

In addition to the drainage problems caused by the Alley surface itself, the illegal expansion by the Whites and others of their backyards into the public right-of-way changed the topography of the land, thereby altering the flow and dynamic of water runoff. Garrett's property is downhill from the encroachments, and suffers from water incursions during heavy rainfall. No review was ever conducted to identify or ensure proper stormwater management in connection with the encroachments owned by the Whites and others.

The senior inspector for the City has acknowledged the drainage problems in the Alley. *See* June 13, 2016 email from Sherri Ivy within email chain attached hereto as **EXHIBIT B**. As such, this issue has technical merit and precludes vacation.

### III. Fire Safety

As discussed in Section I, Introduction above, the current physical state of the Alley should not be used in analyzing the effect of vacation. Prior to the illegal encroachments constructed by the Whites and others, the Alley had a dirt surface that, while primitive, was not unpassable. As such, the three fire hydrants along E. Cedar Ave. to the north of the alley could previously be used to supply water in the event of a fire emergency at Garrett's or the Selzers' properties. However, following the illegal encroachments and encumbrances, the Alley was rendered impassable, and the closest accessible fire hydrants for properties currently without Alley access are either across the heavily-trafficked intersection of Leetsdale Ave. and Alameda Ave., or to the east on S. Clermont St. in the next subdivision.

Any review by the Denver Fire Department or other safety agency must compare vacation against the pre-encroachment condition of the Alley, not simply against the current conditions created by the illegal encroachments owned by the Whites and others. It is unclear from the timing of the review of the Whites' vacation request whether the Denver Fire Department was fully aware of the context of the request. Furthermore, by blocking the right-of-way and restricting access to certain properties from the Alley, the illegal encroachments owned by the Whites and others have only served to worsen passability for fire safety and emergency response. We maintain that fire safety remains a technical issue precluding vacation of the Alley.

### IV. Handicap Accessibility

The Whites again attempt to argue that vacation will not degrade the current level of service of the remaining rights of way. However, as discussed in Section I, Introduction above, this reasoning is circular and flawed. Garrett currently has the legal right to use the right-of-way, and the City has approved the construction of a sub-grade garage with adequate structural loading to allow additional parking in a carport on top of the garage. *See* Building Permit, attached hereto as **EXHIBIT C**; June 15, 2016 email from Sherri Ivy within the email chain attached hereto as **EXHIBIT B**. The upper carport parking level requires entry from the north via the Alley, and will allow direct access to the main living level of the home by elderly and handicapped guests without using the exterior landscaping steps rising from Leetsdale Ave. (Garrett's mother and co-owner of 260 Leetsdale Ave., Carol Juliana, is a senior citizen, and the mother of a resident of 260 Leetsdale Ave. suffers from multiple sclerosis).

Thus, the Whites' assertion that there are "no City-approved plans for construction of an access to 260 Leetsdale Ave. from the Alley" is misleading. The City has approved and issued a building permit

for the garage, which requires access from the Alley for the upper carport parking level. Although Garrett has not actually applied for access to the right-of-way, the only reason he has not done so is the fact that access to the right-of-way is currently physically blocked by the illegal encroachments, and the City was unsure of how Garrett should proceed. The City therefore issued notices of violations, removal orders, and citations to the Whites and the other owners of the illegal encroachments, and those enforcement proceedings were stayed to allow for the vacation request at hand.

Absent the illegal encroachments and obstructions, obtaining City approval for access to the Alley for a driveway or garage would be a routine procedure. Indeed, such approval was sought and granted for the Whites' and Hamricks' properties when the respective owners decided to build garages with alley access. Like the Whites and the Hamricks, Garrett also desires to choose the safety and convenience of Alley access. Vacation of the Alley would permanently remove Garrett's ability to make such a choice, and would result in a worsening of service level, in violation of Policy Statement No. 5.

#### V. Utilities

To the extent that utility easements are the only concern regarding utilities, Garrett agrees that such issues, standing alone, do not stand in the way of vacating the Alley.

#### VI. Difficulty in Vesting of Title

Garrett agrees that the complication of the vesting of title under C.R.S. § 43-2-302, standing alone, does not stand in the way of vacating the Alley.

#### VII. Delegitimization of the City

In addressing whether vacation will delegitimize the City, the Whites deftly sidestep the issue entirely by concluding, without explanation, that the Whites' vacation application is "exactly the type of Alley situation Public Works had in mind when it created the vacation process for Alleys that are 'dead-ends', and which are not, and have never been, used for access to the abutting properties."

As an initial matter, it is important to note that the Alley's unique cul-de-sac configuration was an intentional feature during construction of the Burns Park Addition subdivision in 1941, as can be clearly seen on the original subdivision plat. *See* **EXHIBIT A**. The Alley is therefore not within the category of roadways contemplated by Policy Statement No. 5 that "were never completed because of historic or topographic considerations."

The Whites also fail to mention that (1) the illegal encroachments owned by the Whites and others are the very reason for an absence of current or (apparent) historical use for access by Garrett or the Selzers, and (2) Garrett has been attempting to regain access to the Alley since he purchased his property in 2012.

The Whites further neglect to describe the various City ordinances, regulations, and procedures that have been disregarded and violated in the pursuit of the expansion of their and others' properties.

Finally, such expansion into the public right-of-way has occurred without remuneration to the City, which is due in the form of initial and annual encroachment permit fees, security via a bond and

insurance required under the Encroachment Rules & Regulations, and property taxes dating back to the date of the encroachments.

Thus, if the case at hand is “exactly the type of Alley situation Public Works had in mind when it created the vacation process,” then the Whites are asserting that the City developed the vacation process to reward landowners who have illegally encumbered public rights-of-way at the exclusion of other abutting landowners and at the expense of the City. Such a proposition is absurd.

#### VIII. Stripping of Access to the Right-of-Way

The Whites place great emphasis on the argument that Garrett and the Selzers do not currently have access to their properties through the Alley, and therefore there is no access to be stripped away. However, as described in Section I, Introduction above, this premise is circular, self-serving, and misleading. The Alley is a public right-of-way under the law, and the public – including Garrett and the Selzers – is currently entitled to use the Alley. As described in Section VII, Delegitimization of the City above, the Alley is not a “historic dead-end alley” as the Whites assert. To the contrary, the Alley is extremely useful as a right-of-way, which is clearly evidenced by the fact that Whites and the Hamricks use the Alley as the point of access for their garages.

As for historical usage, for 67 years the properties now owned by Garrett and the Selzers had unfettered access to the public right-of-way through gates into the Alley. The fact that access may have been for pedestrian purposes rather than vehicles is immaterial. The abutting owners were free to choose how they used the public right-of-way, just as Garrett and the Selzers should be free to choose how to utilize the public right-of-way going forward.

It is true that Garrett and the Selzers do not currently use the Alley, but only because the Whites and others have caused the conditions preventing access. If the Alley was truly going unused by any party, then the Whites’ arguments might carry some weight. However, the Whites’ assertion that the Alley currently has no benefit as a right-of-way, despite the fact that they simultaneously avail themselves of the benefits of the right-of-way for vehicle access, smacks of hypocrisy and deception.

Contrary to the Whites’ assertions, vacation of the Alley would strip Garrett and the Selzers of access to the public right-of-way, which is, and always has been (since the construction of the Burns Addition in 1941), dedicated to the public. Such stripping of access to the existing public right-of-way would create an immediate and irreparable degradation of the current service level in clear violation of Policy Statement No. 5.

#### IX. Safety

The Whites again rely on the self-serving premise that because Garrett does not currently have access to the Alley, vacating the Alley will not change or degrade the current level of service or worsen existing local conditions in terms of transportation. However, as discussed at length in the sections above, the Whites and others caused Garrett’s inability to access the Alley, and those conditions cannot be used as a baseline against which vacation is compared.

The Alley is currently a public right-of-way, and absent the illegal encroachments of the Whites and others, Garrett would be able to utilize the right-of-way as an abutting landowner and member of the public. Garrett’s desire to use the right-of-way is heightened by the fact that Leetsdale Ave., his

only means of access, is a heavily trafficked and dangerous road. Garrett has been involved in a collision where his driveway meets Leetsale Ave., and residents and guests at his witness near-collisions on a regular basis.

When viewing Garrett's current right to utilize the public right-of-way as part of the existing local conditions, it is clear that removing the public right-of-way of the Alley will worsen the current service level in terms of transportation, in violation of Policy Statement No. 5.

X. Conclusion

In conclusion, we believe that the City has correctly determined that technical issues preclude vacation. Further, Policy Statement No. 5 provides that the City "gives the highest regard to the technical considerations," but does not provide that technical considerations are the only criteria to be considered. Indeed, Policy Statement No. 5 goes on to provide, "In all cases the [City] will strive to be amicable to the applicants' desires while protecting these rights-of-way for the publics [*sic*] use and benefit." Moreover, the Street and Alley Vacation Process Requirements expressly provide for consideration of "related impacts" alongside technical reviewer comments. Vacation will permanently deprive Garrett and the Selzers of their right to access the public right-of-way, resulting in a significant and permanent degradation of the existing service level. Such degradation is a clear violation of Policy Statement No. 5.

The City and County of Denver has a strong interest in upholding the rule of law and protecting rights-of-way for the benefit of all, not merely the few. If the City approves the Whites' vacation request and presents this matter to City Council, the City will be endorsing and condoning the unlawful acts committed by the Whites and others.

Garrett respectfully requests that the City maintain its decision to not move forward with vacation.

Sincerely,

KAPLAN & ASSOCIATES LLC  
Attorneys for Garrett Gidley



Joshua R. Kruger, Esq.  
Associate Attorney

CC (via email): Michelle Berger, Esq., Foster, Graham, Milstein & Calisher LLP (legal counsel for Susan and David White) (mberger@fostergraham.com)

Vanessa West, Senior Plan Review Technician, City and County of Denver Public Works Engineering, Regulatory & Analytics (vanessa.west@denvergov.org)

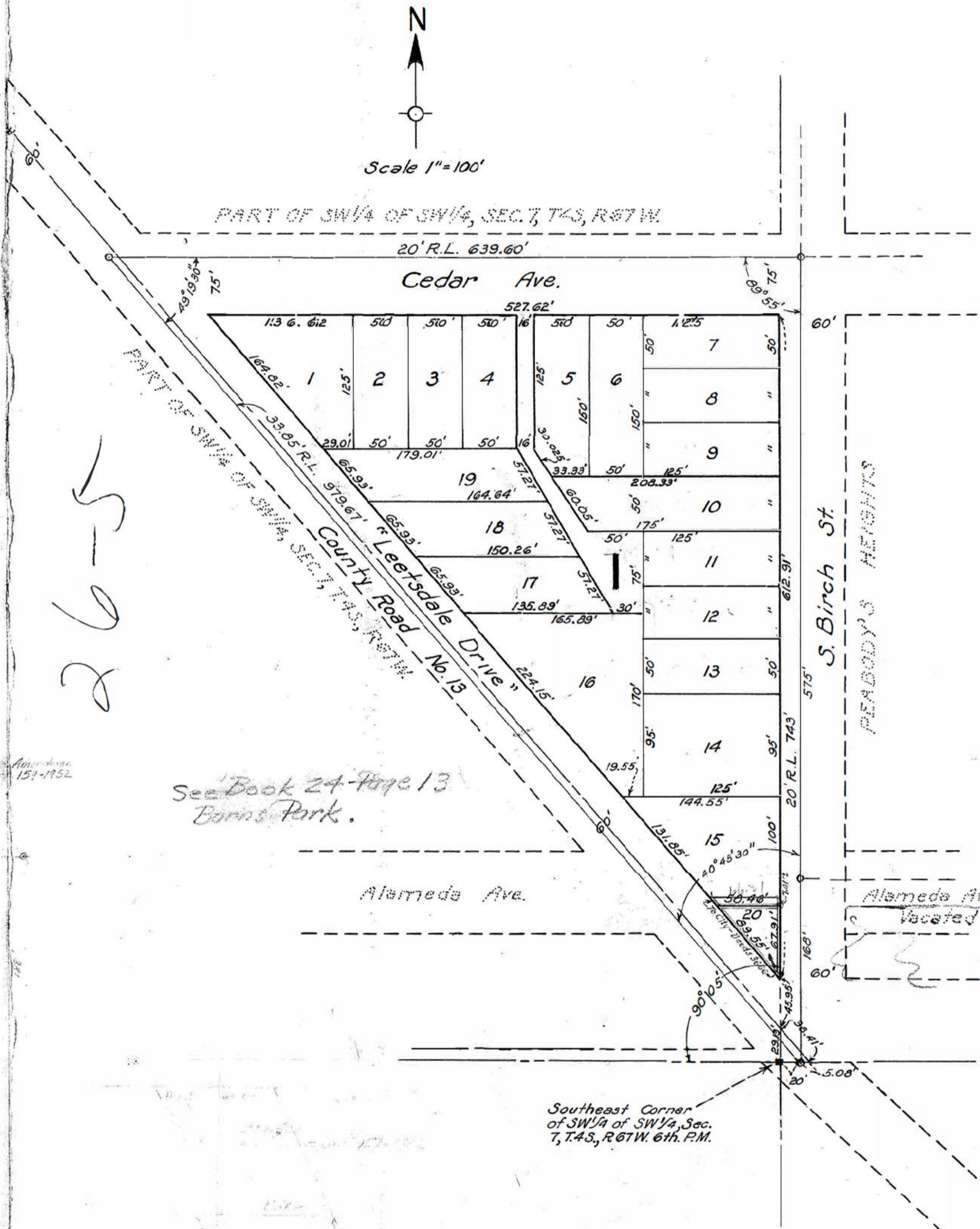
Sherri Ivy, Senior Inspector, City and County of Denver Public Works Engineering/Right of Way Services (sherri.ivy@denvergov.org)

Mitch Behr, Esq., Denver City Attorney's Office, Municipal Operations Legal Services (mitchel.behr@denvergov.org)

Mary Beth Susman, Denver City Council, District 5 (marybeth.susman@denvergov.org)

# MAP OF BURNS PARK ADDITION

BEING A PART OF THE S.W.1/4 OF THE S.W.1/4 OF SECTION 7,  
T4S, R67W OF THE 6TH.P.M.



Know all men by these presents: That J.H. Gordon Mitchell, Olive Fox Mitchell, and The D.C. Burns Realty and Trust Company, incorporated in and by virtue of the laws of the State of Colorado, through its president, T. Mitchell Burns, and secretary, F. Moore, being the owners in fee simple of the following described parcel of land to-wit:

Commencing at the point of intersection of the west line of South Birch Street and the south line of Cedar Avenue; thence South on the west line of said South Birch Street approximately 612.91 feet to the northeasterly line of County Road No. 13, commonly known as "Leetsdale Drive"; thence Northwesterly on the northeasterly line of said County Road No. 13, commonly known as "Leetsdale Drive," to the south line of aforesaid Cedar Avenue; thence East on the south line of said Cedar Avenue approximately 527.62 feet to the place of beginning, have laid out, platted and subdivided the same under the name and style of "BURNS PARK ADDITION" and by these presents do grant to the City and County of Denver for the use of the Public the perpetual right-of-way in, through, over and across the alley shown hereon.

Witness our hands and corporate seal this 26th day of August, A.D. 1941.

The D.C. Burns Realty and Trust Company.  
(Signed) J.H. Gordon Mitchell (Signed) T. Mitchell Burns President  
(Signed) Olive Fox Mitchell (Signed) F. Moore Secretary



State of Colorado } ss.  
City and County of Denver }

I, Russell H. Fant a Notary Public in and for said City and County of Denver in the State aforesaid do hereby certify that J.H. Gordon Mitchell, Olive Fox Mitchell and T. Mitchell Burns, President, and F. Moore, Secretary, representing The D.C. Burns Realty and Trust Company, who are personally known to me to be the persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument of writing as their free and voluntary act and deed of the company which they represent, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 26th day of August, 1941.

My commission expires Jan. 17th, 1943.  
(Signed) Russell H. Fant Notary Public.



Denver, Colorado, Oct. 29th, 1941.

I hereby certify that the survey represented by this map is accurate and in conformity with the requirements of Article 2, Chapter XLII of the Municipal Code of the City and County of Denver, as approved July 26, 1927.

(Signed) Albion K. Vickery Engineer, City and County of Denver.

Denver, Colorado, Oct. 29th, 1941.

Approved by the Board of Adjustment as to Zoning.  
(Signed) Jas. W. Kelley Chairman

Denver, Colorado, Oct. 29, 1941.

Approved by the Denver Planning Commission.  
(Signed) L.F. Eppick President.

I hereby certify that I have examined the Abstract of Title to the land described in the foregoing dedication and find the title to the alley to be in The D.C. Burns Realty and Trust Company, free and clear of encumbrances this 11th day of October A.D. 1941.

(Signed) Malcolm Lindsey Attorney, City and County of Denver.  
(Signed) Wayne D. Williams Assistant Attorney.

Approved by the Council of the City and County of Denver by Ordinance No. 105 of the Series of 1941. Witness my hand and the Corporate seal of the City and County of Denver this 28th day of Nov. A.D. 1941.

(Signed) Paul F. Perske Clerk & Recorder, Ex-Officio Clerk of the City and County of Denver.  
(Signed) C.L. Emmick Deputy Clerk.





**From:** Ivy, Judith S. - PWRWS Right-of-Way Services Sherr.Ivy@denvergov.org  
**Subject:** FW: Vacate, NO Vacate = 222-260 s. Leetsda e Dr, 4234-4340 E. Cedar, 225-229-233 S. B rch  
**Date:** June 24, 2016 at 7:58 AM



**To:** BLANCA2252@AOL.COM, PW Eng neer ng Regu atory & Ana yt cs Denver.PWERA@denvergov.org, Jones, Just n N. - PW Wastewater Mgmt D v s on Just n.Jones2@denvergov.org  
**Cc:** Sawaqed, Fad a A. - PWTM Transportat on and Mob Fad a.Sawaqed@denvergov.org, Decker, M ndy L. - PWRWS R ght-of-Way Serv ces M ndy.Decker@denvergov.org, sa yd52@msn.com, garrettg d ey@me.com, dse zer1010@gma .com, zse zer@comcast.net, Ho m, M chae C. - PWRWS R ght-of-Way Serv ces M chae.Ho m@denvergov.org, Pad a, Rene L. - PWRWS R ght-of-Way Serv ces Rene.Pad a@denvergov.org, Duncanson, Robert J. - PW Wastewater Mgmt D v s on Rob.Duncanson@denvergov.org, Susman, Mary Beth - C ty Counc MaryBeth.Susman@denvergov.org

PW-ERA,

**1of2**=Does it take 100% of the affected parties to allow the Vacate process to begin?

It appears that only 4234, 4340, 222, 260, 229, and 233 might have a vote on this situation; and 225 might not be impacted.

That would leave 6 sites affected:

- So far, we have 2=NO (260 & 233).
- We have 2=YES or maybe (4234 & 4340).
- This leaves 2=unresponding (222 & 229).

The 225 might not need to respond.

**2of2**=If they cannot get the Vacate process started, then ALL of the items blocking/encumbering the City alley MUST BE REMOVED to avoid court citations, fines, fees, etc.

**DEADLINE EXTENDED TO 7/24/16 TO START THE VACATE PROCESS or REMOVE the VIOLATIONS.**

**Jeff,**

Has this City alley been surveyed by the City?

If the illegal items must be removed, I will need to make sure that the City property is unobstructed. This will include NO PARKING in the City alley at any time without Permits.



**EXHIBIT B**



NOTE: The new system for PARKING METERS is coming soon, and it requires at least 48 hours notice.



**Sherril Ivy | Senior City Inspector**

Public Works Engineering/Right-of-Way Services | City and County of Denver  
303-446-3662 Phone | 303-513-6767 Cell ; [sherril.ivy@denvergov.org](mailto:sherril.ivy@denvergov.org) ; Fax: 303-446-3442  
[pwpermits@denvergov.org](mailto:pwpermits@denvergov.org) ; [denver.row@denvergov.org](mailto:denver.row@denvergov.org)  
Follow Denver Public Works on [Facebook](#) and [Twitter](#)

**My HAPPY 36th year with the City 5/2/79 and beyond...**  
**Recipient of 5281 Award 3/4/14.**

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**From:** Ivy, Judith S. - PWRWS Right-of-Way Services  
**Sent:** Wednesday, June 15, 2016 11:37 AM  
**To:** 'BLANCA2252@AOL.COM' <BLANCA2252@AOL.COM>; PW Engineering Regulatory & Analytics <Denver.PWERA@denvergov.org>; Sawaged, Fadia A. - PWTM Transportation and Mobili <Fadia.Sawaged@denvergov.org>; Decker, Mindy L. - PWRWS Right-of-Way Services <Mindy.Decker@denvergov.org>  
**Cc:** 'sallyd52@msn.com' <sallyd52@msn.com>; 'garrettgidley@me.com' <garrettgidley@me.com>  
**Subject:** Vacate, NO Vacate = 222-260 s. Leetsdale Dr, 4234-4340 E. Cedar; 225-229-233 S. Birch

Blanca,  
Thank you for your information. I appreciate your working with the neighbors affected by this Vacate request.

I am copying Sally-4234 and Garrett-260, for their information also.

**DEADLINE EXTENDED TO 6/24/16 TO START THE VACATE PROCESS or REMOVE the VIOLATIONS.**

PW-ERA and TES/Fadia and DES/Mindy,

I have not yet seen DES Stamped plans for the 260 site:

I am copying you because the Building Dept. has approved a garage for 260 that will be:

1. Sub-merged with a Concrete Roof Load-Rated for CARPORT parking, with access ONLY from the City ALLEY; and
2. The sub-grade garage will allow parking 2 vehicles INSIDE the garage, with access ONLY from Leetsdale.
3. They will NOT have a Through-drive access from the City alley to Leetsdale.
4. See attachment letter.

NOTE: Per Sally-4234, they have NOT put any encumbrances and/or encroachments in this City alley.  
NOTE: Per Garrett-260, they have NOT put any encumbrances and/or encroachments in this City alley.

NOTE: The new system for PARKING METERS is coming soon, and it requires at least 48 hours

**EXHIBIT B**

NOTE: THE NEW SYSTEM FOR PARKING METERS IS COMING SOON, AND IT REQUIRES AT LEAST 48 HOURS NOTICE.



**Sherri Ivy | Senior City Inspector**

Public Works Engineering/Right-of-Way Services | City and County of Denver  
303-446-3662 Phone | 303-513-6767 Cell ; [sherri.ivy@denvergov.org](mailto:sherri.ivy@denvergov.org) ; Fax: 303-446-3442  
[pwpermits@denvergov.org](mailto:pwpermits@denvergov.org) ; [denver.row@denvergov.org](mailto:denver.row@denvergov.org)  
Follow Denver Public Works on [Facebook](#) and [Twitter](#)

***My HAPPY 36th year with the City 5/2/79 and beyond...  
Recipient of 5281 Award 3/4/14.***

---

**From:** Susan White [<mailto:blanca2252@aol.com>]

**Sent:** Wednesday, June 15, 2016 7:38 AM

**To:** Ivy, Judith S. - PWRWS Right-of-Way Services <[Sherri.Ivy@denvergov.org](mailto:Sherri.Ivy@denvergov.org)>

**Subject:** Re: NOTICE-encumbrances-encroachment 6-8-16 222-260 s. Leetsdale Dr, 4234-4340 E. Cedar; 225-229-233 S. Birch

Hi Sheri

My neighbor's and I have been in communication to find a time to meet that works for everyone. We are scheduled to meet at my house this Friday, June 17 at 5 pm to discuss the vacate process. Could you please extend the deadline for submitting paperwork, etc?

Thank you,  
Sue White

Sent from my iPad

On Jun 13, 2016, at 07:51, Ivy, Judith S. - PWRWS Right-of-Way Services <[Sherri.Ivy@denvergov.org](mailto:Sherri.Ivy@denvergov.org)> wrote:

Adrienne, and/or Denver-ROW,  
Please forward to the appropriate person if not you.

I have just spoken to a homeowner at 4340 E. Cedar, Susan White, 617-480-2105. She would like to start the process to VACATE this City alley for the neighbors.

1. I will require Utility access (easement), if the utilities are not moved.
2. I also have a concern about the alley drainage, as they did NOT valley it to drain to the middle of the alley and out to the North street = Cedar. So there could be drainage or flooding to the adjacent properties.

See photos in NOTICE copy attached.

Please keep me updated on the process, as I would like to keep this out of court. It is currently in violation, as shown in the Notice.

**DEADLINE EXTENDED TO 6/17/16 TO START THE VACATE PROCESS.**

NOTE: The new system for PARKING METERS is coming soon, and it requires at least 48 hours notice.

<image001.jpg>

**Sherri Ivy | Senior City Inspector**

Public Works Engineering/Right-of-Way Services | City and County of Denver

**EXHIBIT B**

Public Works Engineering/Right-of-way Services | City and County of Denver  
303-446-3662 Phone | 303-513-6767 Cell ; [sherri.ivy@denvergov.org](mailto:sherri.ivy@denvergov.org) ; Fax: 303-446-3442  
[pwpermits@denvergov.org](mailto:pwpermits@denvergov.org) ; [denver.row@denvergov.org](mailto:denver.row@denvergov.org)  
Follow Denver Public Works on [Facebook](#) and [Twitter](#)

***My HAPPY 36th year with the City 5/2/79 and beyond...***  
***Recipient of 5281 Award 3/4/14.***

<NOTICE-encumbrances-encroachment 6-8-16 222-260 s. Leetsdale Dr, 4234-4340 E. Cedar; 225-229-233 S. Birch.pdf>



NOTICE-  
encum...rch.pdf

**EXHIBIT B**



# CITY AND COUNTY OF DENVER

<http://www.denvergov.org>



## DENVER

THE MILE HIGH CITY

## Residential Construction Permit

Project Address: 260 Leetsdale Dr, Denver, CO 80248

Permit #: 2018-RESCON-0001883

Automated Inspection Request #: 81240459

<b>Owner Information</b> Name: GIDLEY, GARRETT SETH Phone: Email:  Address: 260 LEETSDALE DR DENVER, CO 80248-1063	<b>Contractor or Permittee</b> Name: Phone: License: LIC5 License Type: Home Owner Email: Address:
--	--

<b>Tenant</b> Name:	<b>Site Contact</b> Name: GARRETT Phone: (870)618-7781 Email: GARRETTGIDLEY@ME.COM
------------------------	---

**Authorizations**  
Building Code Used: 2009 IRC - 2011 DBCA

Residential Review	Champagne J	04/05/2016
SUDP Review	Antoine I	04/15/2016
Zoning Review	Champagne J	04/05/2016

Valuation: \$80,000.00					
Type	Amount	Fund/Org/Rev#	Payment Date	Void	Trans #
Building Construction Permit Fee	\$490.00	371000-01010-0142200-20000-20000	04/15/2016		2040800

**Conditions / Requirements**

Requirements:

- Structural Observation:
- Pre Construction Inspection Meeting:
- Special Inspection:
- Certificate of Occupancy:
- ResNet HRS:
- CO Remarks:

**Building Comments:**  
4/15/2016 - DRWGS

**General Information:**

Type of BID Log:	Residential
Class of Work:	Addition
Use of Building:	SUD
Occupancy Group/Use:	IRC
Type of Construction:	IRC
Plan Filed:	Yes

**Type Approved:**

**Inspection Section**

**Engineer and Architect:**

Engineer	Adam King
Engineer License Number	40740

# EXHIBIT C



# CITY AND COUNTY OF DENVER

Department of Public Works - Development Services



## Sewer Use and Drainage Permit

Address: 260 Leetsdale Dr

Permit # 2016-SUDP-0000367

Project Name: Underground Garage, Retaining Wall

Application Date: 02/04/2016 Ready Date: 02/04/2016

Type of Work: Addition	Use: Residential	Reduced or Exempt Fee:
Service Area Code: 04060000	SFRE: 5	Tap Size:

Fee Type	Fund/Org/No	Fee Amount	Transaction Number	Payment Date	Void
SAFE Fee	411600-72400-5081102-Z0000-Z0000-PZ999	\$205.00	1964399	02/18/2016	
Metro Fee	412400-72400-5081102-Z0000-Z0000-PZ999	\$2,110.00	1964399	03/18/2016	
WSAA Application Fee	413400-72100-5084300-Z0000-Z0000	\$100.00	1964399	03/18/2016	
SUDP Inspection	605700-72100-5084300-Z0000-Z0000	\$55.00	1964399	03/18/2016	
SAFE Fee	411600-72400-5081102-Z0000-Z0000-PZ999	\$205.00	1964399	03/18/2016	
Metro Fee	412400-72400-5081102-Z0000-Z0000-PZ999	\$2,110.00	1964399	03/18/2016	
Report to Metro:	<b>Total Permit Fees:</b>	<b>\$155.00</b>	Exemption or Fee Reduction:		

Upon proper inspection and issuance of a Sewer Connection Permit and compliance with the terms and conditions of this Permit as well as those of the associated Application, authorization to connect to the sewer system is hereby granted. All Wastewater Management Division rules and regulations, criteria, standards, details, etc., shall apply as a minimum unless specifically exempted in writing. All inspection requests must be called in to Wastewater, at the (303) 446-3759 number, no later than 3:30 P.M. on the previous business day. No inspection requests will be accepted after 3:30 P.M. If work under this Permit is not properly completed, this Permit shall become void. If work under this Permit is not commenced within one year from the date of issuance or, if after partial completion, the work is discontinued for a period of one year, this Permit shall become void. Failure to comply with this Permit may result in the imposition of penalties.

TYPE OF CONNECTION: Existing

**REQUIRED INSPECTIONS FOR THIS PERMIT**  
See permit conditions below for more detailed information.

Inspection Type	Inspection Status	Inspection Scheduled Date/Inspection Date
Storm Sewer	Pending	

**SEWER PERMIT CONDITIONS:**

Number	Condition
1	This permit is issued for the conversion of existing SFR space to a garage, site work and a retaining wall to an existing single family residence and for any required replacement of an existing sewer line being built over by the garage. Any additional Residential Unit (Carriage Unit, Accessory Dwelling Unit, etc.) to this property will require a Supplemental Sewer Use and Drainage Permit.
2	This permit is issued for replacement of existing sewer pipe only. No RELOCATION of any portion of the existing sewer line, or any installation of any NEW sewer pipe. ANY change in the building sewer configuration or location, from what was submitted to and approved by PWDES must be resubmitted to Development Services for review and approval prior to construction/installation or inspection.
3	Any portion of the building sewer being built over, or any portion within two (2) feet of the existing or proposed building, must be replaced with approved pipe material (Schedule 40 PVC, ABS/DWV, or cast

Office Copy **Site Copy - MUST BE POSTED ON SITE**

# EXHIBIT C

iron pipe). All new and replaced sewer beyond two (2) feet from the building must be inspected and approved by Wastewater Management. 4-inch MINIMUM DIAMETER PIPE IS REQUIRED FOR ALL NEW PIPING. This inspection is required in addition to any inspection required by the Denver Building Department.

- 4 An approved type of 4-inch TWO-WAY CLEANOUTS must be installed outside the building near the connection between the building drain and building sewer, on all new or replaced lines exiting the building, and extended to grade. Cleanouts are NOT permitted to be located in the garage floor slab or in the public right-of-way. All cleanouts located within vehicle travel paths must be equipped with traffic-rated cleanouts. Additional cleanouts shall be installed at intervals not to exceed 100-feet and for each aggregate horizontal change in direction exceeding 135 degrees. The replaced building sewer line, and any connections, must be inspected by PWDES Plumbing Inspection and air or water tested, if required, by the inspector. Installation must conform to PWVMD standards regarding workmanship and materials, to include the use of Class B bedding material conforming to ASTM C-33, gradation size 67. All work must be done by a properly licensed PLUMBING or SEWER CONTRACTOR ONLY. The contractor must call PWPO at (303) 446-3758 with valid license and permit numbers, no later than 3:30 PM on the previous business day, to schedule the required inspection.

- 5 Domestic Sewage Only - No special wastes are to be discharged to the sanitary sewer.

There shall be no storm water drainage from the ground surface, roof leaders, catch basin, or any other source, or subsurface drainage or ground water discharge into the sanitary sewer.

- 6 All storm work (4-inch PVC piping, etc.) must be inspected and approved by PWDES Plumbing Inspection. Installation must conform to all Department of Public Works, VMD standards regarding workmanship and materials, to include the use of Class B bedding material conforming to ASTM C-33, gradation size 87. All storm line sizes must be as approved, but in no case less than 4" minimum diameter. The work must be done by a properly licensed Plumbing or Sewer Contractor ONLY and the contractor must call PWPO at 303-446-3758 with valid license and permit numbers, to schedule the required inspection. All requests for inspections must be called to PWPO in no later than 3:30 P.M. on the previous business day before the inspection is needed.

- 7 All downspouts, extenders, splash blocks, sump pump &/or pit discharge pipes/lines, and private sidewalk chases must be installed & will be inspected, along with the Finished Grading and Graded Swales, at the time of the PWDES Plumbing Inspection (Wastewater) TCO or CO inspection. Storm drainage must follow historic flows and flows may not be directed to adjacent properties. All discharge points for downspouts and sump pump lines must be at least 6-inches from alleys, 3-feet from side-yard property-lines, and 10-feet back of any public sidewalk adjacent property lines.

NO GROUND WATER DISCHARGE is authorized under the terms of this permit.

Proper drainage as required by Sec. 59.92(6) of the RMC. The contractor must grade the lot to meet the following four conditions at a minimum:

1. Adequate drainage away from the foundation must be provided.
2. On-site drainage flowing onto the site is conveyed safely through the site to a reasonable outfall point.
3. On-site drainage must be conveyed off the site in the direction of the historic drainage patterns to a reasonable outfall point.
4. Side-yard grading must not push additional drainage across the shared lot line. Window wells must have an expanded on-site swale adjacent to compensate for the area blocked by the window well.

Any changes to the approved plans or the above conditions should be submitted to Development Services for review and approval of a supplemental permit.

- 8 The Owner, Site Developer, Contractor and/or their authorized agents shall ensure that all potential pollutants generated during demolition or construction work associated with this Project, be prevented from discharge to stormwater conveyance systems in the vicinity of this Project Site in accordance with the following:

1. The Owner, Site Developer, Contractor and/or their authorized agents shall prevent sediment, debris and all other pollutants from entering the storm sewer system during all demolition, excavation, trenching, boring, grading, or other construction operations that are part of this Project. The Owner, Site Developer, Contractor and/or their authorized agents shall be held responsible for remediation of any adverse impacts to the Municipal Separate Storm Sewer System, receiving waters, waterways, wetlands, and/or other public or private properties, resulting from work done as part of this Project.
2. The Owner, Site Developer, Contractor and/or their authorized agents shall remove all sediment, mud, construction debris, or other potential pollutants that may have been discharged to or accumulate in the flow lines storm drainage appurtenances, and public rights of ways of the City and County of Denver as a result of construction activities associated with this Project. All removals shall be conducted in a timely manner.
3. The Owner, Site Developer, Contractor and/or their authorized agents shall ensure that all loads of cut and fill material imported to or exported from this site shall be properly covered to prevent loss of the material during transport on public rights of way? (Sec. 48-552; Revised Municipal Code)
4. The use of rebar to anchor best management practices, other than portable toilets, is prohibited.
5. The Owner, Site Developer, Contractor and/or their authorized agents shall implement the following Best Management Practices (BMPs) on site during construction:
  - i. VEHICLE TRACKING CONTROL. VEHICLE TRACKING CONTROL: This BMP is required at all access points for ingress/egress from off-site impervious surfaces to construction site pervious areas that

are used by vehicular traffic or construction equipment.

ii. **INLET PROTECTION:** This BMP is required on all existing or proposed storm sewer inlets in the vicinity of the construction site that may receive site runoff. The BMP must be appropriate to the type of storm inlet and appropriate for the ground surface at the inlet.

iii. **INTERIM SITE STABILIZATION:** This BMP is required to provide a measure for preventing the discharge of sediment from construction sites where overlot grading or other site disturbance has occurred. This BMP is particularly necessary on sites where construction activities/disturbance will be limited to small areas of the Project site. Acceptable BMPs include:

- a) Preserving existing vegetation
- b) Seeding and planting
- c) Mulching
- d) Mulching and seeding
- e) Temporary/Permanent re-vegetation operations
- f) Chemical soil stabilizer application (requires VMD approval)

iv. **WASTE MANAGEMENT/CONTAINMENT:** This BMP requires that all construction wastes, fuels, lubricants, chemical wastes, trash, Sanitary wastes, contaminated soils or debris shall be contained on site, protected from contact with precipitation or surface runoff, periodically removed from the construction site, and properly disposed of.

v. **SPILL PREVENTION/CONTAINMENT:** This BMP defines the measures proposed for preventing, controlling, or containing spills of fuel, lubricants, or other pollutants; and protecting potential pollutants from contact with precipitation or runoff.

vi. **CHUTE WASHOUT CONTAINMENT:** Water used in the cleaning of cement truck delivery chutes shall be discharged into a predefined, bermed containment area on the job site. The required containment area is to be bermed so that wash water is totally contained. Wash water discharged into the containment area shall be allowed to infiltrate or evaporate. Dried cement waste is removed from the containment area and properly disposed of.

a) The direct or indirect discharge of water containing waste cement to the storm sewer system is prohibited (Sec. 55-102a, c; Revised Municipal Code, City and County of Denver).

vii. **SWEEPING:** This BMP requires that impervious surfaces which are adjacent to or contained within construction sites be swept on a daily basis or as needed during the day when sediment and other materials are tracked or discharged on to them. Either sweeping by hand or use of Street Sweepers is acceptable. Street sweepers using water while sweeping is preferred in order to minimize dust. Flushing of paved surfaces with water is prohibited.

viii. **PERIMETER CONTROL:** This BMP requires that a construction site install a perimeter control measure along the edge of the construction site, to prevent, or filter the discharge of surface runoff from the construction site. The type of perimeter control used shall be determined based on site conditions and location. Maintenance and repair of the control measure shall occur as needed, in a timely manner.

ix. **STOCK PILES:** Soils that will be stockpiled for more than thirty (30) days shall be protected from wind and water erosion within fourteen (14) days of stockpile construction. Stabilization of stockpiles located within 100 feet of receiving waters, or with slopes 3 to 1 or greater shall be completed within seven (7) days following stockpile construction. Stabilization and protection of the stockpile may be accomplished by any of the following: Mulching, Temporary/Permanent Revegetation Operations, Chemical Soil Stabilizer Application (requires Denver Public Works approval), or erosion control matting/Geotextiles. If stockpiles are located within 100 feet of receiving waters, a drainage way or the site perimeter, additional sediment controls shall be required.

x. **SAW CUTTING OPERATIONS:** The Contractor shall protect all storm sewer facilities adjacent to any location where pavement cutting operations involving wheel cutting, saw cutting, or abrasive water jet cutting are to take place. The Contractor shall remove and properly dispose of all waste products generated by said cutting operations on a daily basis or as needed throughout the work day. The discharge of any water contaminated by waste products from cutting operations to the storm sewer system is prohibited (Sec. 55-102a, c; Revised Municipal Code, City and County of Denver).

xi. **Structural controls:** Development sites that are required to provide detention and water quality enhancement facilities for storm runoff need to install the detention facilities early in the construction build-out of the site. Projects that are using underground detention are required to install a pretreatment structure or sedimentation basins as a means of treating potentially polluted storm water prior to entering the detention structure. Use of these structures is required for entrapping sediment and construction debris during the active construction phase of the project. The narrative section of the Management Plan is also required to address operation and maintenance of the structural controls being used in a proactive construction BMP.

6 Erosion and sediment control Best Management Practices shall be maintained and kept in effective operating condition for the duration of this Project. All necessary maintenance and repair shall be completed immediately upon discovery of any deficiency or defect.

PLEASE NOTE: The contractor is responsible for improvements/repairs in the right-of-way adjacent to this site. No Certificate of Occupancy will be validated by Public Works Construction until these improvements/repairs are complete. Contact the DES Construction Inspector PRIOR to starting construction. Call 303-446-3009 for the name and number of the area inspector. Any work within the public right-of-way will require a Street Cut, Construction, and/or Street Occupancy Permit(s) from Public Works Permit Operations, located at 2000 W. 3rd Ave., Room 107, phone number 303-446-3758. It is the Licensed Contractor's responsibility to obtain the proper permit(s).



**FLOODPLAIN PERMIT CONDITIONS:**

Number	Condition:

**Standard Comments and Condition:**

**Conditions:**

Anytime an existing domestic water tap is reactivated or increased in pipe size, or a new domestic water tap is added, a Sewer Use & Drainage permit must be obtained from Development Services.

PLEASE NOTE: The owner/developer is responsible for improvements/repairs in the right-of-way adjacent to this site. No Certificate of Occupancy will be validated by Public Works Construction until these improvements/repairs are complete. Contact the DES Construction Inspector PRIOR to starting construction. Call 303-446-3488 for the name and number of the inspector. Any work within the public right-of-way will require a Street Cul. Construction, and/or Street Occupancy Permit(s) from Public Works Permit Operations, located at 2000 W. 3rd Ave., Room 107, phone number 303-446-3759. It is the Licensed Contractor's responsibility to obtain the proper permit(s).

<b>Subject: ISSUANCE OF OWNER-OCCUPIER (HOMEOWNER) PERMITS</b>			
<b>Approved: Scott V. Prisco, AIA, Building Official</b>			
<b>Number: ADMIN 131.3</b>	<b>Effective Date: August 20, 2009</b>	<b>Page: 1 of 4</b>	
	<b>Revised Date: March 21, 2016</b>		

**Reference: ADMIN Section 131.3 Scope:**

This policy is to establish the procedure for issuance of permits to an *owner-occupier*. This policy also establishes who may assist the *owner-occupier* in obtaining *owner-occupier* permits and performing work authorized under *owner-occupier* permits.

**Definitions:**

**DESIGNATED WORKER.** The individual who will be assisting the *owner-occupier* with the *owner-occupier* permitted work and may assist the *owner-occupier* with the *owner-occupier* exams. This individual cannot accept payment from the *owner-occupier* for services rendered without written request and approval from the Building Official. The individual who will be assisting the *owner-occupier* must be identified on the *owner-occupier* permit.

**OWNER-OCCUPIER.** The natural person listed in the Assessor's records who owns and occupies a *single-unit dwelling*, or who owns and occupies such *single-unit dwelling* they wish to construct. This natural person must own and occupy as their domicile the single unit dwelling for 12 months

**SINGLE-UNIT DWELLING.** The primary (stand-alone) structure, housing a single dwelling unit which is the domicile for the *owner-occupier*. Duplexes, townhomes (attached single-unit dwellings), condominiums, apartments, and commercial buildings are not single-unit dwellings. Note: for the purposes of this policy, accessory dwelling units are not considered single-unit dwellings.

**Policy:**

*Owner-occupier* permits may be obtained for a *single-unit dwelling* in the following circumstances:

1. The *owner-occupier* must be the individual seeking the permit and submitting to take the exam. An individual who has been granted Power of Attorney by the natural person who owns and occupies the *single-unit dwelling* may apply for a permit in the *owner-occupiers'* name, by providing the original, City Clerk recorded Power of Attorney to the permitting staff. However, this individual who has been granted Power of Attorney may not assist with the exam or perform the work unless they are the designated worker.
2. The *owner-occupier* of an existing *single-unit dwelling* may be issued permits and conduct work on their own *single-unit dwelling* and accessory structures after agreeing to occupy the dwelling for 12 months and passing discipline specific exams.
3. The *owner-occupier* of an existing *single-unit dwelling* may be issued permits and conduct all work in the construction of new accessory structures (including detached garages) after agreeing to remain in the dwelling for 12 months, and passing all applicable discipline specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.
4. The *owner-occupier*, who intends to construct a new *single-unit dwelling* and to occupy it for at least 12 months, may be issued permits and conduct work on their new dwelling after passing all applicable discipline specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.

# EXHIBIT C

## Inspection Code Directory

### ACCESS CONTROL PERMIT: Acccon

Ph#: 720-885-2620

Partial Rough	302
Full Rough	303
Partial Final	304
Full Final	305

### BOILER A/C PERMIT: BoilerAC

Ph#: 720-885-2680

Groundwork	700
Pressure Test	701
Partial Rough	702
Rough	703
Final	704

### CONSTRUCTION PERMIT: Concon & Rescon

Ph #: 720-885-2620

Footing	100
Foundation Wall	101
Foundation Perimeter Drain	102
Waterproofing	103
Foot Wall Insulation	104
Exterior Sheathing	105
Batt Insulation	106
Drywall	107
Final	108
Other	109
Exterior Lath	111
Frame	112
2nd Story Attachment, Basement Structural Floor	112
Pre Construction Meeting	113
Building Slab	116
Temporary Certificate of Occupancy	120
Zoning Temporary Certificate of Occupancy	720-913-1311
Certificate of Occupancy	121
Zoning Certificate of Occupancy	720-913-1311
Blown Insulation	200
Sign Rough	500
Sign Final	501
Zoning Sign	720-913-1311
Bulk Plane	720-913-1311
Setbacks	720-913-1311

### DEMOLITION PERMIT: Demo

Ph #: 720-885-2620

Final	110
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### ELECTRICAL PERMIT: Elec

Ph#: 720-885-2680

Slab	300
Underground	301
Partial Rough	302
Full Rough	303
Partial Final	304
Full Final	305
Fire Alarm	308
Service Equipment	307
Ceiling	308
Walls	309
Temporary Service	311
UFER	312

### FIRE ALARM AND SIGNALING: Fire

Ph#: 720-885-2680 or 720-931-3480

Underground	301
Partial Rough	302
Full Rough	303
DFD Two-Way Communication	720-931-3480
DFD Final Fire Alarm Test	720-931-3480
DFD Final Radio Enhancement Systems	720-931-1820
DFD Panel Placement	720-931-3480

### FIRE SUPPRESSION: Fire

Ph#: 720-885-2620 or 720-931-3480

Underground	410
Rough	411
Final Fire Protection	412
DFD Dry System Test	720-931-3480
DFD FDC Placement	720-931-3480
DFD Fire Pump Acceptance Test	720-931-3480
DFD Standpipe Acceptance Test	720-931-3480

### HIGH PILE PERMIT: Fire

Ph #: 720-885-2620 or 720-931-3480

Structural Rough	109
DFD High Pile Final	720-931-3480

### MECHANICAL PERMIT: Mech

Ph#: 720-885-2680

Groundwork	900
Pressure Test	901
Partial Rough	902
Rough	903
Final	904

### OTHER FIRE PERMITS: General, Tank, & Generator

Ph#: 720-913-3409

DFD Inspection	720-931-3409
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### PLUMBING PERMIT: Plumb

Ph#: 720-885-2620

Groundwork	400
Rough	401
Final	402
Pressure Test	403
Water Service	404

### ROOF SIDING PERMIT: RoofSide

Ph#: 720-885-2620

Blown Insulation	200
Roof	201
Siding	203
Pre-inspection Commercial Flat Roof	205
Other	208

Inspectors are available by phone  
Monday - Friday, 7:30 - 9:30 a.m.

### WARNING!

Re-inspection fees may be charged if work is not ready or if an inspector cannot gain access/entry.