

ORDINANCE/RESOLUTION REQUEST

Please email requests to Stacie Loucks at
Stacie.Loucks@denvergov.org by **NOON on Monday.**

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: December 6, 2011

Please mark one: **Bill Request** or **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes **No**

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)* Request for a Resolution granting a revocable permit, subject to certain terms and conditions, to MS Crescent Two SPV, LLC, their successors and assigns, to encroach into the right-of-way with: aligned and widened stairs with handrails, and planters for the back entrance of the 707 Building.

3. Requesting Agency: PWDES

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Ava Simmons
- **Phone:** 720-865-3036
- **Email:** ava.simmons@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Stacie Loucks
- **Phone:** 720-865-8720
- **Email:** Stacie.Loucks@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable: Granting to MS CrescentTwo SPV, LLC, to encroach into the right-of-way with, aligned and widened stairs with handrails, and planters for the back entrance of the 707 Building.

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. Contract Control Number:** n/a
- b. Duration:** Permanent
- c. Location:** 707 17th St.
- d. Affected Council District:** District 9, Albus Brooks
- e. Benefits:** n/a
- f. Costs:** n/a

7. Is there any controversy surrounding this ordinance? *(Groups or individuals who may have concerns about it?)* **Please explain.** None

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____