

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 30, 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.) To encroach into the right-of-way with the following existing items: a dock, stairs, guardrail, gate, outward swing front door, and new items of: an awning, window jambs and a screen attached to an outside wall, at 2911 Walnut St.

3. **Requesting Agency:** PW Right of Way Engineering Services

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 of a revocable permit, subject to certain terms and conditions, to Spire Media, their successors and assigns, to encroach into the right-of-way with the following existing items: a dock, stairs, guardrail, gate, outward swing front door, and new items of: an awning, window jambs and a screen attached to an outside wall, at 2911 Walnut St.

****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:** 2911 Walnut St
- d. **Affected Council District:** Dist 9, Councilperson Montero
- e. **Benefits:** n/a
- f. **Cost:** n/a

7. **Is there any controversy surrounding this ordinance?** (Groups or individuals who may have concerns about it?) **Please explain.** No

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____