

ORDINANCE/RESOLUTION REQUEST

Please email requests to Angela Casias
at angela.casias@DenverGov.org by **12:00 pm 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: January 24, 2018

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, contract amendment, municipal code change, supplemental request, etc.**)*

Request for a Resolution granting a revocable permit, subject to certain terms and conditions, to 3201 Walnut St, LLC, their successors and assigns, to encroach into the right-of-way with loading docks, building wall, ramps, stairs, smoke stack, gas meter, canopy, door outswings, gate outswing, downspouts, and exterior lights attached to the building at 3201 Walnut Street.

3. Requesting Agency: PW Right of Way Services
Agency Division: Engineering, Regulatory & Analytics

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

- **Name:** Chaunda Sinn
- **Phone:** 720-865-3036
- **Email:** Chaunda.sinn@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:** Angela Casias
- **Phone:** 720-913-8529
- **Email:** angela.casias@denvergov.org

6. General description/background of proposed ordinance including contract scope of work if applicable:

Request for a Resolution granting a revocable permit, subject to certain terms and conditions, to 3201 Walnut St, LLC, their successors and assigns, to encroach into the right-of-way with loading docks, building wall, ramps, stairs, smoke stack, gas meter, canopy, door outswings, gate outswing, downspouts, and exterior lights attached to the building at 3201 Walnut Street.

****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 – please do not leave blank.)*

- a. **Contract Control Number:** N/A
- b. **Contract Term:** N/A
- c. **Location:** 3201 Walnut Street
- d. **Affected Council District:** Dist # 9, Brooks
- e. **Benefits:** N/A
- f. **Contract Amount (indicate amended amount and new contract total):** N/A

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: RR18 0140 PW

Date Entered: _____

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: RR18 0140 PW

Date Entered: _____