



City of Dallas

# FAIR PARK PARKING LICENSE APPLICATION

Issued Permits Valid through May 31, 2027

320 E. Jefferson Blvd., Rm #212  
Dallas, Texas 75203  
(214) 948-5340

[TRNParkingServices@dallas.gov](mailto:TRNParkingServices@dallas.gov)

## Application Checklist

**Submit all required documents and complete every section of the checklist to ensure your application is processed without being rejected or returned. Please allow 5-10 days for processing.**

### Checklist (A): Fair Park Parking License Application (Items A through G)

- A. License:** Check the applicable box to indicate if this submission is a new application or a renewal.
- B. Applicant Information:** Provide full name, address, a working phone number, and a working email.
- C. Property Owner Information:** Provide the property owner's information and confirm permission to use
- D. Business Information:** If you are obtaining a license as a business, complete this section or check no.
- E. Site Information:** Provide the address for the premises/parcel (individual land unit/plat) for which the license is being requested. NOTE: The address must be located in the Fair Park Crown, and only one parcel/premises per application. You can check on DCAD (Dallas County Appraisal District) to confirm the number of parcels included in your parking area.
- F. Applicant Agreement:** Review, confirm accuracy of information, sign, and date.
- G. Waiver/Indemnification Form:** an agreement to indemnify the city and its officers and employees against all claims of damage or injury to persons or property, whether public or private, arising out of the parking of motor vehicles by the applicant, or by the applicant's agents or representatives, for compensation within the Fair Park parking area.

### Checklist (B): Additional Information Required by Property Type.

#### Vacant Lots

##### Property Owner:

- Valid State I.D./ Driver's License
- Submit a deed/title or current tax statement showing property ownership

##### Non-Owner (Applicant):

- Valid State I.D./ Driver's License showing you are the applicant
- Notarized letter from the owner permitting land use
- Official document verifying the address and property owner as listed on the permission letter

#### Residential Property

##### Owner:

- Valid State I.D./ Driver's License
- Document verifying ownership of the lot/parcel (ex. Property tax statement)

##### Non-Owner (Leasing):

- Valid State I.D./ Driver's License
- Lease or document listing the lessee at the current address (ex. Utility bill or property tax statement)
- Notarized letter from the owner permitting land use



**FAIR PARK PARKING LICENSE APPLICATION**  
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**City of Dallas**

**Businesses**

**Business Owner:**

- Valid State I.D./ Driver's License
- Document proof of ownership of the business listed on the tax document (ex. State filed certificate)

**Business Non-Owner (Employee):**

- Valid State I.D./ Driver's License
- Current certificate of filing from the Office of the State, or another government entity
- Property tax statement
- Notarized letter from the owner permitting land use

**Business Non-Owner (Lessee):**

- Valid State I.D./ Driver's License
- Lease or document listing the lessee at the current address (ex. Utility bill or property tax statement)
- Notarized letter from the owner permitting land use

**Annual License Associated Fees:**

- Fees must be paid upon approval of the application and before receiving license, signs and lanyards
- \$100.00 per license (Per licensed lot/parcel) - Each sign comes with 2 lanyards. No refund of a license fee will be made.
- **If one location is made up of multiple parcels, the applicant can request signs and lanyards that include all parcels for the single location. An application and fee will still be required for each parcel.**

*Applications must be approved by the City of Dallas Parking Enforcement and Management. During the license period, all approved locations may have the license revoked if the Transportation and Public Works Director determines that a licensee has violated any provision of Chapter 32, Division 2. Fair Park Parking Area and Fair Park Parking Licenses. A licensee may appeal the revocation of a license to the permit and license appeal board in accordance with Section [2-96](#) of the Dallas City code.*

*The City of Dallas reserves the right to reject any Fair Park Parking license application submitted that shows it will result in a violation of any part of the following City of Dallas ordinances:*

Chapter 32: Division 2: 21-28.3. (Fair Park Parking Area and Fair Parking Licenses)

**No Cash Payments. Payments must be made in person, check and money orders preferred, credit cards accepted. at:**

Oak Cliff Municipal Center  
320 E. Jefferson Blvd., Rm #212  
Dallas, Texas 75203  
Phone: (214) 948-5340

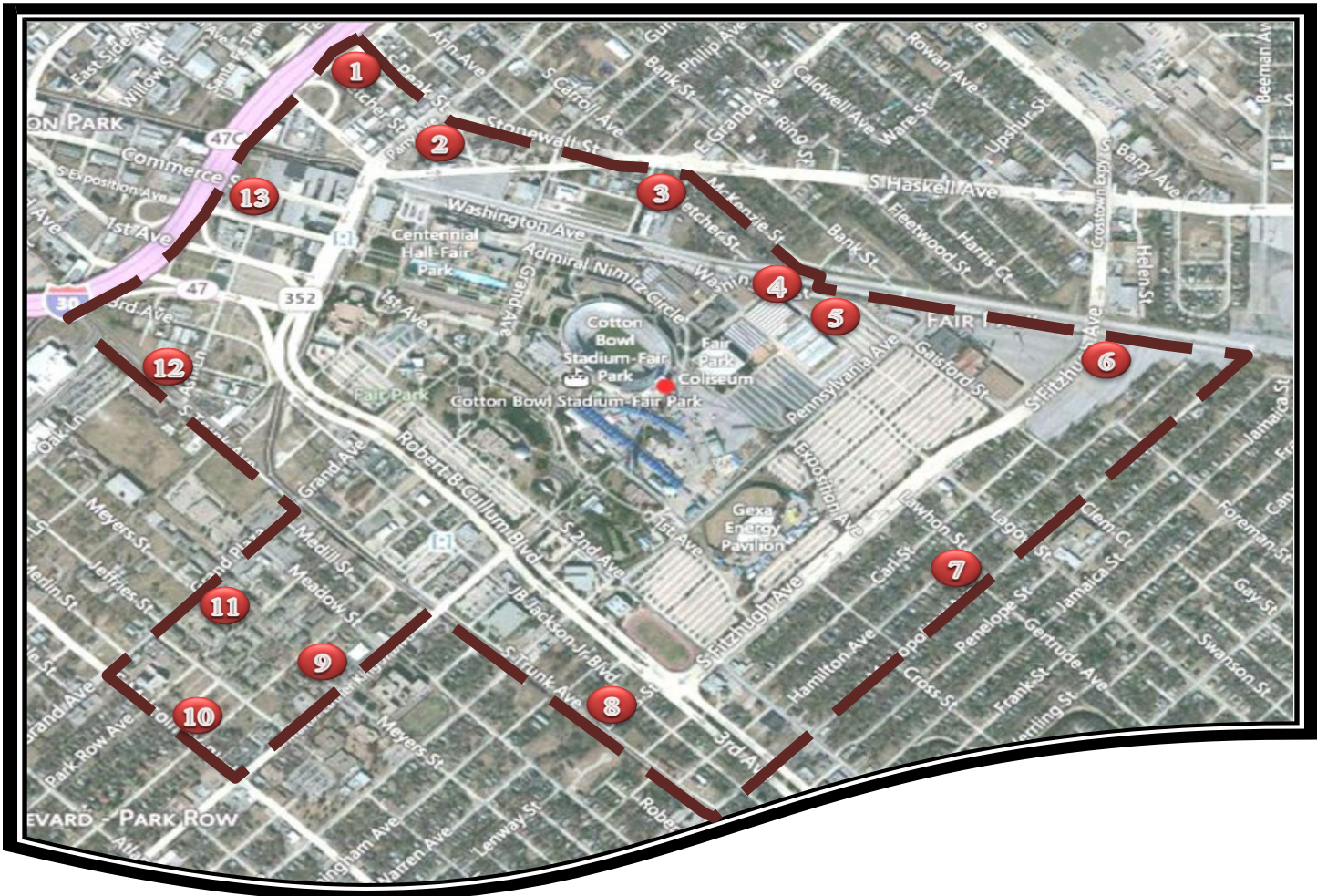


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## Fair Park Special Event Parking Crown Boundaries

1. BEGINNING at the intersection of the southeast right-of-way line of R. L. Thornton Frwy (I-30) with Peak St.
2. THENCE southeastward along Peak St to Stonewall St.
3. THENCE eastward along Stonewall St to McKenzie St.
4. THENCE southeastward along McKenzie St to Herndon St.
5. THENCE southward along Herndon St to the southwest line of the DART right-of-way.
6. THENCE eastward along the southwest line of the DART right-of-way to Metropolitan St.
7. THENCE southwestward along Metropolitan St to the northeast line of the DART right-of-way.
8. THENCE northwestward along the northeast line of the DART right-of-way to Martin Luther King, Jr. Blvd.
9. THENCE southwestward along Martin Luther King, Jr. Blvd to Malcolm X Blvd.
10. THENCE northwestward along Malcolm X Boulevard to Grand Ave.
11. THENCE northeastward along Grand Ave to the northeast line of the DART right-of-way.
12. THENCE northwestward along the northeast line of the DART right-of-way to the southeast line of I-30 Frwy.
13. THENCE northeastward along I-30 Frwy to the point of beginning.





City of Dallas

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**LICENSE APPLICATION**

<i>For Internal Use Only</i>	
<b>Parking License #</b>	
<b>Expires May 31, 2027</b>	
<i>Received by:</i>	
<b>Signature</b>	<b>Date</b>

**A. FAIR PARK-PARKING LICENSE:**

<input type="checkbox"/> New	<input type="checkbox"/> Renewal
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**B. APPLICANT INFORMATION:**

<b>Applicant Name:</b>	
<b>Home/ Mailing Address:</b>	
<b>Phone:</b>	
<b>Alternate Phone:</b>	
<b>Email:</b>	
<b>TX Driver's License #:</b>	

**C. PROPERTY OWNERSHIP INFORMATION:**

**Are You the Property Owner?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Are You Authorized to Park Vehicles at this Location?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Property Owner Name:</b>	
<b>Address:</b>	
<b>Point of Contact:</b>	
<b>Phone:</b>	
<b>Email:</b>	



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**City of Dallas**

**D. BUSINESS OWNER INFORMATION:**

Are You Obtaining this License as a Business?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Business Name:</b>	
<b>Address:</b>	
<b>Point of Contact:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**E. SITE INFORMATION:**

Is This a Vacant Lot?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How Many Parcels are Associated with this Address?

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Is This Site Owned by the City?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**\*The following address must be located inside the crown. (See page map on page 3)**

*This application, if approved, authorizes the above party to park vehicles on the property located at the following address.*

<b>Site Location Address:</b>	
<b>State:</b>	<b>Dallas, Texas 75210</b>

**F. APPLICANT AGREEMENT**

*I, the applicant, have read and fully understand the information and procedures above. I declare that all information provided is true and accurate to the best of my knowledge. Furthermore, I understand that giving false information may result in this application being delayed and/or denied.*

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*Applicant Signature* *Date*



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**G. FAIR PARK PARKING LICENSE INDEMNIFICATION AND WAIVER AGREEMENT**

*SEC. 32-23. LICENSE APPLICATION.*

*Every person desiring a Fair Park parking license shall file an application with the director on a form provided for that purpose. The application must include:*

*(7) an agreement to indemnify the city and its officers and employees against all claims of damage or injury to persons or property, whether public or private, arising out of the parking of motor vehicles by the applicant, or by the applicant's agents or representatives, for compensation within the Fair Park parking area;*

In consideration for the City of Dallas' issuance of the permit for the permitted activity, the Host Organization/Sponsor Organization listed in this application, agrees to indemnify, defend and hold harmless the City of Dallas and all of its officers, agents, representatives and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or any activity constituting a part of, the Special Event Parking, or any act, negligence, omission or misconduct of the Organizer or its officers, members, agents, representatives, contractors, subcontractors, invitees or employees; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence, omission, or fault of the City of Dallas, its officers, agents, employees or separate contractors.

The Organizer agrees to discharge any and all judgments that may be rendered against the City of Dallas or its officers, agents, representatives and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

In the event of joint and concurring negligence of the Organizer and City of Dallas, responsibility and liability, if any, shall be apportioned comparatively in accordance with the law of the State of Texas, without waiving any governmental immunity available to the City of Dallas under Texas law and without waiving any defenses of the parties under Texas law.

I, the applicant, have read and fully understand the information and procedures above. I declare that all information provided is true and accurate to the best of my knowledge. Furthermore, I understand that giving false information will result in this application being denied.

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*Applicant Signature*

*Date*

The provisions of this Indemnification and Waiver are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity, and shall survive termination or expiration of this Indemnification and Waiver.



City of Dallas

FAIR PARK PARKING LICENSE APPLICATION
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By signing the Indemnification and Waiver below, the Organizer certifies that the information provided to the City of Dallas is correct; the Organizer has read and understood the information contained in this Indemnification and Waiver; and the Organizer agrees to conduct the Special Event in compliance with all applicable local codes and ordinances, state and federal laws.

I, the applicant, agree to indemnify the city and its officers and employees against all claims of damage or injury to persons or property, whether public or private, arising out of the parking of motor vehicles by the applicant, or by the applicant's agents or representatives, for compensation within the Fair Park parking area.

Applicant Signature

Date

Form with fields: Property Location Verified? (Yes/No), Payment Type (Check/Credit Card/Money Order), Fee: \$100 (per parcel), Amount Paid, Parking Service Approved by (Print), Signature, Date.