



# Valet Parking Service

## License Application

320 E. Jefferson Blvd, Rm#212

Dallas, TX 75203

(214) 948-5346

ValetServices@dallascityhall.com



## Application Checklist

Use the checklist below to confirm you have completed all sections of the application and submitted the required documents and information. Application could be rejected or returned for any missing or incomplete information.

### Checklist:

- Completed Valet Parking Service License Application (Items A through F, signed by authorized personnel)
- Clear valet operation route map
  - The valet operations map needs to include a highlighted section for the proposed valet service zone, a symbol to indicate where the valet podium will be located, the route to the remote storage location, and the route back to the valet zone.
- Notarized parking agreement or letter showing the number of parking spaces reserved for use of valet company at the remote storage location.
- Contract between the valet operator and business owners utilizing the valet operation services.
- Signed copy of all fronting businesses for “Valet Zone Proximity Notification” within the designated distance of the valet service zone.
- ALL businesses utilizing the valet service and designated valet contractor must sign “Valet Business Operator and Fronting Business Owner(s) Agreement and Indemnification Form”
- Proof of insurance in accordance with Ch 43-126.12 of Dallas City Ordinance. The proof of insurance must be sent by mail from the insurance company to 320 E Jefferson Blvd, Suite 212, Dallas, TX 75203 or emailed from the insurance company to ValetServices@dallascityhall.com.
  - The comprehensive general liability insurance must be on a broad form and provide limits of liability for bodily injury and property damage of not less than \$300,000 combined single limit, or the equivalent. The garage insurance must provide limits of liability for bodily injury and property damage of not less than \$300,000 combined single limit, or the equivalent, and must provide the following coverages: (1) Comprehensive and collision coverage for physical damage. (2) Coverage for vehicle storage. (3) Coverage for a vehicle driven by or at the direction of the licensee.

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

- Chapter 43; Article VI; Division 3 (Valet Parking Services)
- Chapter 28 (Motor Vehicles and Traffic)
- Chapter 51A (Development Services)



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## Valet Parking Service Fees

### Application Fee:

- \$800 nonrefundable application fee.

### Annual License Associated Fees:

#### Public Right of Way Use:

- Inside Central Business District
  - \$250 per space for the first six spaces reserved and approved
  - \$1,000 for each additional space over the first six spaces approved
- Outside Central Business District
  - \$350 per space for the first two spaces reserved and approved
  - \$1,000 for each additional space over the first two spaces approved
- \$50 - valet stand placed on public right-of-way
- \$400 for each sign or curb marking placed by the city at the valet parking service location in accordance with Ch 43-126.14
- No annual license fees are required if valet service is identified as a "Private" license, meaning valet parking service is conducted completely on private property and the public right-of-way is only used for maneuvering vehicles. *An annual application is still required.*

### Payments:

In person: Oak Cliff Municipal Center  
320 E. Jefferson Blvd.  
Dallas, TX 75203

Phone: Ace Parking  
(214) 671-1324



City of Dallas

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### A. LICENSE:

<input type="checkbox"/> New	<input type="checkbox"/> Renewal
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### B. VALET INFORMATION:

Valet Company Name:	
Address:	
Contact:	
Phone:	
Email:	
Employer ID#:	

### C. BUSINESS UTILIZING VALET SERVICE:

Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	

### D. VALET SERVICE OPERATION:

Valet Service Zone address:				
Valet on R.O.W.	<input type="checkbox"/> Public <input type="checkbox"/> Private			
Public ROW Space Request:	N/A <input type="checkbox"/>	Parallel <input type="checkbox"/>	Head-In <input type="checkbox"/>	Total # of Spaces:

Hours and Days of Operation:	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
Remote Vehicle Storage:							
Primary Address:							



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**E. LIST ALL ADDITIONAL BUSINESSES UTILIZING VALET SERVICE, IF ANY:**

Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	
Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	
Business Name:		Property Owner:	
Address:		Address:	
Contact:		Contact:	
Phone:		Phone:	
Email:		Email:	

**F. LIST ALL ADDITIONAL REMOTE STORAGE LOCATIONS, IF ANY:**

Address:	
Property Owner:	
Address:	
Contact:	
Email:	
Address:	
Property Owner:	
Address:	
Contact:	
Email:	
Address:	
Property Owner:	
Address:	
Contact:	
Email:	



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## Valet Zone Proximity Notification

Applicant shall provide a list of the names and addresses of all business representatives and property owners located within 50 feet of the Valet Service Zone on the same block and **located on the same side of the street** as the Valet Service Zone.

This form is to notify you and solicit your opinion regarding the proximity of a valet service zone being proposed

in front of \_\_\_\_\_ close to the intersection of \_\_\_\_\_ and \_\_\_\_\_  
(Closest Adjacent Address) (Street name) (Street name)  
estimated to operate \_\_\_\_\_ during the hours of \_\_\_\_\_ and \_\_\_\_\_ by \_\_\_\_\_  
(Days of the Week) (Start Time) (End Time) (Contracted Valet Company)

Denying consent to this Valet Service Zone is not automatic grounds for denial of a Valet Parking Service License. Only listed addresses that can provide verified documentation of a negative impact of quality of life or business activity will carry weight concerning revisions and/or denial. Should you have questions about this notification please contact Parking Management & Enforcement, Valet Administration at [valetservices@dallascityhall.com](mailto:valetservices@dallascityhall.com).

<input type="checkbox"/>	I confirm that at the time of this application submission there are no other buildings within 50 feet of the valet service zone located on the same block or on the same side of the street.				Signature	
#	Address	Contact name (occupied or vacant)	Business Number	Consent (Y/N)	Signature	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*\*\*I understand that signing this notification does not obligate me to contribute financially in any city related costs or fees related to this license\*\*\*



City of Dallas

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## Valet Business Operator and Fronting Business Owners Agreement and Indemnification Form

LICENSE AGREEMENT:

The Business Applicant and the Valet Contractor agree to educate and inform all employees and subcontractors linked to this valet service of rules and guidelines associated with the ordinances in Chapter 43; Article VI; Division 3 (Valet Parking Services) and Chapter 28 (Motor Vehicles and Traffic) and Chapter 51A (Development Code) of the Dallas City Code relating to operating a valet service. If this application is approved and a license is granted, you accept that any violation of the Dallas City Codes may result in temporary suspended and/or permanently revoked without a refund.

Upon approval and payment of all fees, a Valet Parking Service license issued remains in effect for a period of one year from the date of issuance unless sooner terminated by the department director of Parking Management & Enforcement, their authorized representative or by City Council. In addition, a Valet Parking Service license may be revoked if the applicant or valet contractor fails to comply with the requirements of the Valet Parking Service program, traffic regulations or other applicable law. Furthermore, if the applicant or valet contractor makes a false statement on any portion of this Valet Parking Service license; or it is determined that the operation of the valet parking service is in violation of elements within this application all valet operations granted will be temporary suspended until compliance is reached or permanently revoked without a refund if compliance is not possible.

Fronting business owner, "licensee", and all independent contractors used by fronting business owner agrees to indemnify the city and its officers and employees against all claims of injury or damage to persons or property arising out of the operation of the valet parking service by licensee.

*I have reviewed the Valet Services ordinances and agree to abide by them in addition to all the current terms and conditions within the City of Dallas Valet Services program.*

Valet Company	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date