



Valet Parking Service

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

TRNValetServices@dallas.gov

Application Checklist



Use the checklist below to confirm completing all application sections and submitting the required documents and information. **The application could be rejected or returned for any missing or incomplete information.**

Checklist (A): Complete Valet Parking Service 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. **Valet Information:** Provide the valet company name, address, point of contact, phone, and email.
- C. **Business Utilizing Valet Services:** Provide the business and the building owner information.
- D. **Additional Businesses Utilizing Valet Services:** List all businesses utilizing the valet service.
- E. **Valet Services Operations:** Provide valet staging address and indicate if staging will occur on private property or the public right of way (ROW). If on the public ROW, indicate parking directions and the number of spaces requested, as well as the intended day and hours of operation.
- F. **Remote Parking Storage Location(s):** Provide detailed information for the primary storage location and all other additional storage locations contracted.
- G. Signed Valet Business Operator and Fronting Business Owner(s) Agreement and **Indemnification Form**
- H. Signed copy of the “**Valet Zone Proximity Notification**” by all businesses within the designated distance of the valet service zone of 50ft.

Checklist (B): Additional Information Required to Complete the Application Pack.

- Clear valet operation route map showing the designated route (both to and from the remote storage(s))
- High-resolution photos of the podium placement and requested valet parking spaces located on the ROW.
- Certificate of Occupancy (C/O)** from the fronting business
- Notarized** Parking agreement or letter between the fronting business owner and valet company.
- Notarized** Parking agreement or letter between the fronting business owner or valet company and the off-site storage owner, to include days, hours of operations, and number of spaces allowed.
- Non-refundable application fee:** \$1,700.00 is required at the time the application is submitted.
- Proof of insurance (certificate of insurance) sent by mail **directly** from the insurance company to 320 E Jefferson Blvd, Suite 212, Dallas, TX 75203, or via email to TRNValetServices@dallas.gov.
 - 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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Annual License Associated Fees: Additional fees are to be paid upon final engineering approval.

Public Right of Way Use for Parking Spaces:

- **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**
 - \$350 per space for the first two spaces reserved and approved.
 - \$1,000 for each additional space over the first two spaces approved.

Additional Fees:

- \$50 – Valet stand placed on the public right-of-way
- \$400 – For each new or modified sign placed by the city at the valet parking service location

No annual license fees are required if the 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.

No annual application is required if the valet operations are staged, and all maneuvering is solely operated on private property.

Payments:

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

FOR EXAMPLE USE ONLY



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A. LICENSE:

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

Valet Company Name:	Best Valet in the City LLC.
Address:	123 E. City Town St., Suite 100
Point of Contact:	John Owens
Phone:	(214) 123-4567
Email:	John.owens@bestvalet.com

C. BUSINESS UTILIZING VALET SERVICE:

Business Name:	Neiman Marcus	Property Owner:	Kingsley Properties LLC.
Address:	1618 Main St., Dallas, TX	Address:	5693 Broadway., NY, NY
Point of Contact:	Kathy James	Point of Contact:	Samuel Kingsley
Phone:	(469) 789-4561	Phone:	(212) 596-3248
Email:	kathy.james@neiman.com	Email:	samk@kproperties.com

D. LIST ALL ADDITIONAL BUSINESSES UTILIZING VALET SERVICES:

Business Name:	Forty Five Ten
Address:	1615 Main St., Dallas, TX
Business Name:	
Address:	
Business Name:	
Address:	
Business Name:	
Address:	



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E. VALET SERVICE OPERATION:

Valet Service/Maneuvering Zone address: <i>(Podium & Staging Location)</i>		1618 Main St., Dallas, TX	
Valet Staging ROW Status:	<input type="checkbox"/> Private Property		
	<input checked="" type="checkbox"/> Public ROW		
Public ROW Space Request:	Parallel <input type="checkbox"/>	Head-In <input checked="" type="checkbox"/>	Total # of Spaces: 3

Days and Hours of Operation:	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
	10AM-7PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-7PM

F. LIST ALL ADDITIONAL REMOTE PARKING STORAGE LOCATION(S):

Primary Remote Storage Address:	309-317 S. Ervay St., Dallas, Texas
Point of Contact:	Jason Henry
Phone:	(214) 258-9653
Email:	JH@ourparkinglot.com
Additional Storage Address:	
Point of Contact:	
Phone:	
Email:	
Additional Storage Address:	
Point of Contact:	
Phone:	
Email:	
Additional Storage Address:	
Point of Contact:	
Phone:	
Email:	



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Valet Business Operator and Fronting Business Owners Agreement and Indemnification Form

G.

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 suspension and/or permanently revoked without a refund.

Upon approval and payment of all fees, a Valet Parking Service license issued remains in effect for one year from the date of issuance unless sooner terminated by the department director of Parking Management & Enforcement, their authorized representative, or by the 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 laws. 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 violates elements within this application all valet operations granted will be temporarily suspended until compliance is reached or permanently revoked without a refund if compliance is not possible.

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

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.

Best Valet in the City LLC.	John Owens		01/2/2025
Valet Company	Name	Signature	Date
Neiman Marcus	Kathy James		01/2/2025
Business or Property Owner	Name	Signature	Date
Kingsley Properties LLC.	Samuel Kingsley		01/2/2025
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date
Business or Property Owner	Name	Signature	Date



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VALET ZONE PROXIMITY NOTIFICATION

H.

The 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 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 1618 Main St., Dallas, TX close to the intersection of S. Ervay and
(Business Address) (Street Name)
Commerce estimate to operate 7-Days a week during the hours of 10AM and
(Street Name) (Days of the Week) (Start Time)
7PM by Best Valet in the City LLC.
(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 on quality of life or business activity will carry weight concerning revisions or denial. Should you have questions about this notification contact Parking Management & Enforcement, Valet Administration at TRNValetServices@dallas.gov.

I confirm that at the time of this application submission, no other buildings within 50 feet of the valet staging service zone are located on the same block or the same side of the street.

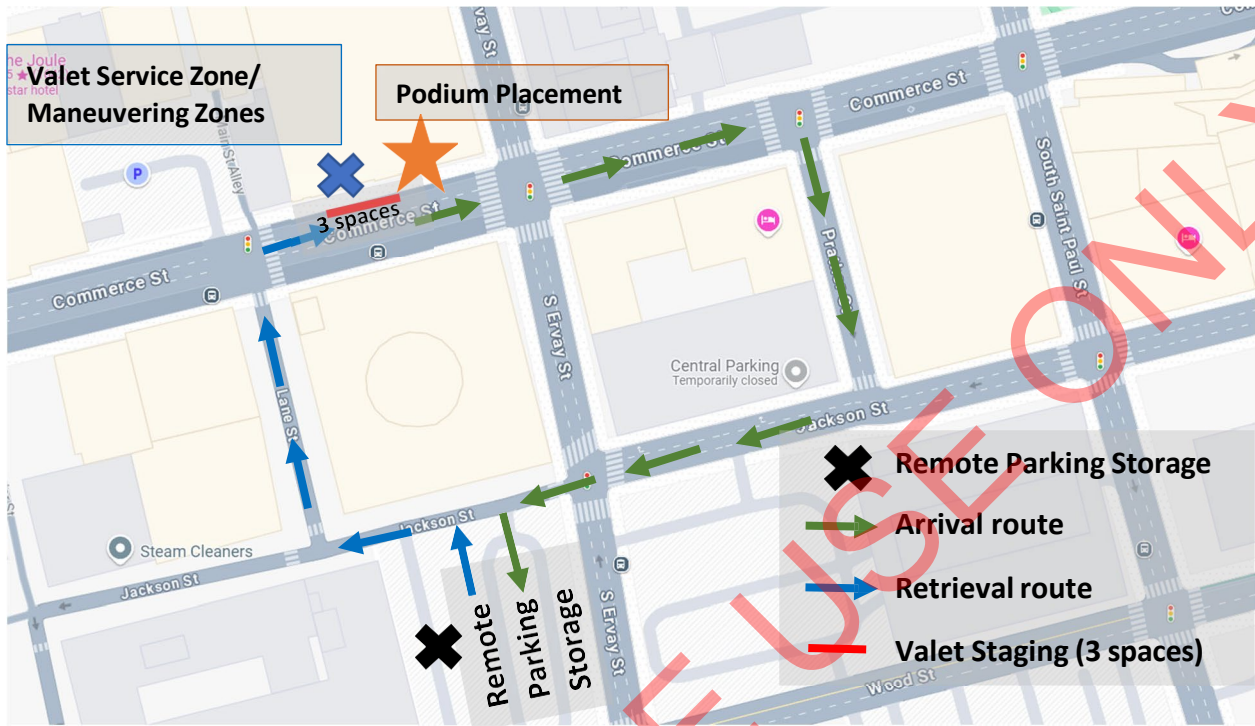
Kathryn James
(Signature)

Business Address	Point of Contact	Phone #	Email	Consent (Y/N)	Signature

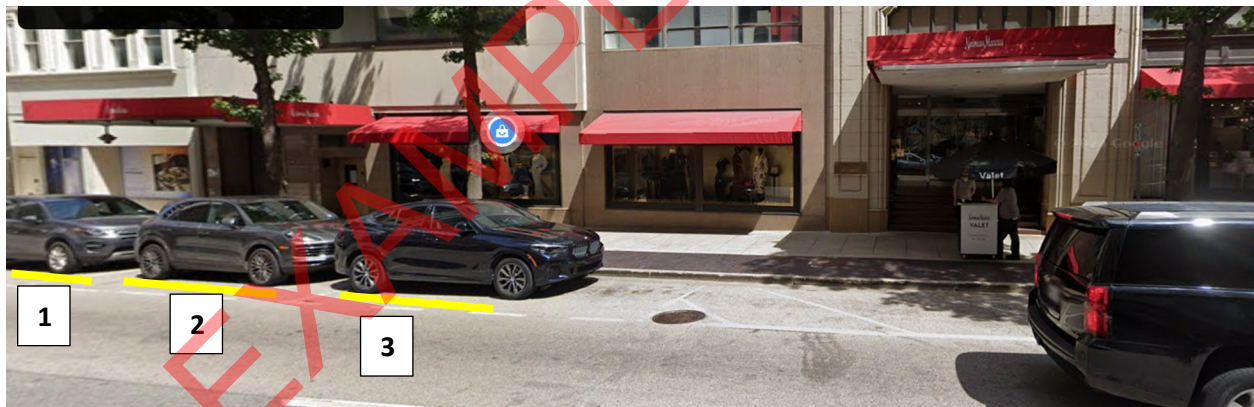
I understand that signing this notification does not obligate me to contribute financially to any city-related costs or fees related to this license

Valet Parking: Requested Parking and Podium Placement EXAMPLE

Valet Route Map



Requested Parking Spaces & Podium Placement





Certificate of Occupancy

Address:

1618 Main St

Owner:

Kingsley Properties 5693 Broadway, NY, NY
13655

DBA:

Neiman's National

Land Use:

1618 Main (Retail)

C.O.#:

59210598

Issue Date: 12/31/1976

Lot:	TR	Block:	356	Zoning:		PDD:		SUP:	
Historic Dist:		Consv Dist:		Pro Park:	206	Req Park:	206	Park Agrmt:	N
Dwlg Units:		Stories:	16	Occ Code:	B	Lot Area:	0	Total Area:	
Type Const:	IA	Sprinkler:	None	Occ Load:		Alcohol:	N	Dance Floor:	N

Remarks: N/A



Building Official

This certificate shall be displayed on the above premise at all times.

PARKING SERVICES AGREEMENT

This agreement is made on **February 11, 2025** between:

Neiman Marcus

1618 Main St, Dallas, TX 75201
Dallas, TX 75201

Best Valet in the City, LLC

123 E. City Town St., Suite 100
Dallas, TX

Services Provided

Best Valet in the City, LLC will provide valet parking services for Neiman Marcus customers at **1525 Commerce St** during the following hours:

- **Monday to Friday:** 10 AM to 6 PM
- **Saturday & Sunday:** 10 AM to 7 PM

Signed:

Neiman Marcus

By: *Kathy James*

Name: Kathy James

Date: 2/11/2025

Best Valet in the City, LLC

By: *John Owens*

Name: John Owens

Date: 2/11/2025



ADDITIONAL STORAGE PARKING SERVICES AGREEMENT

This agreement is made on **February 13, 2025**, between:

Best Valet in the City, LLC 123 E. City Town St., Suite 100 Dallas, TX

South Ervay St.
309-317 S. Ervay St.
Dallas, TX

Services Provided

Best Valet in the City, LLC has been permitted to use South Ervay properties' private parking for 100 additional parking spaces for Neiman Marcus during the following business hours:

- **Monday to Friday:** 10 AM to 6 PM
- **Saturday & Sunday:** 10 AM to 7 PM

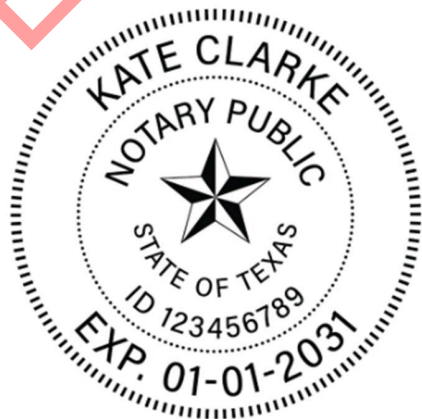
Signed:

Best Valet in the City, LLC

By: *John Owens*
Name: John Owens
Date: 2/12/2025

South Ervay Properties LLC.

By: *Jason Henry*
Name: Jason Henry
Date: 2/13/2025



*****		*****		1234
BANK NAME	123 Bank Way, Money City, Mo 755260 Phone 123-456-7891	DATE	January 1, 2025	
PAY TO THE ORDER OF	Parking Management and Enforcement	\$	\$1,700.00	
		DOLLARS		
MEMO	Valet License Application	<i>Kathy L. James</i> Authorized Signature		
	"0123456789"	:0123789789:	"12345"	
*****		*****		

FOR EXAMPLE US ONLY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Best Valet in the City LLC 123 E. City Town St., Suite #100 Dallas, TX	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 15,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ 1,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000.00 GENERAL AGGREGATE \$ 2,000.00 PRODUCTS - COMP/OP AGG \$ 2,000.00 EBL \$ 1,000.00
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Hired Phy D					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000.00					EACH OCCURRENCE \$ 5,000.00 AGGREGATE \$ 5,000.00 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000.00
	Garbage Keepers Legal Liability		XY7Z123458642G	11/01/2024	11/01/2025	1,000,000 5,000 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
1,000.00COI for valet services at Neiman Marcus

CERTIFICATE HOLDER City of Dallas Parking Management & Enforcement 320 E. Jefferson Blvd., Room #212 Dallas, TX 75203	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 