



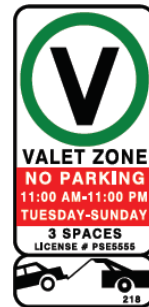
Valet Parking Service

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

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A. LICENSE:

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

Valet Company Name:	
Address:	
Point of Contact:	
Phone:	
Email:	

C. BUSINESS UTILIZING VALET SERVICE (APPLICANT)*:

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

**The applicant is the valet service licensee.*

D. LIST ALL ADDITIONAL BUSINESSES UTILIZING VALET SERVICES:

Business Name:	
Address:	
Business Name:	
Address:	
Business Name:	
Address:	
Business Name:	
Address:	

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E. VALET SERVICE OPERATION:

Valet Service/Maneuvering Zone address: (Podium & Staging Location)			
Valet Staging ROW Status:	<input type="checkbox"/> Private Property <input type="checkbox"/> Public ROW		
Public ROW Space Request:	Parallel <input type="checkbox"/>	Head-In <input type="checkbox"/>	Total # of Spaces:

Days and Hours of Operation:	Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:

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

Primary Remote Storage Address:	
Point of Contact:	
Phone:	
Email:	
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.

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



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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 _____ close to the intersection of _____ and _____
(Business Address) (Street Name)
 _____ estimate to operate _____ during the hours of _____ and _____
(Street Name) (Days of the Week) (Start Time)
 _____ by _____.
(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. _____

(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



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VALET SERVICE OPERATION COMPLIANCE SUMMARY SHEET

Valet Service Specific Ordinance Violations

Short Description	City Ordinance
• Operating without a permit <i>(business or parking attendant)</i>	43-126.5(a)
• Operating during unauthorized hours <i>(business or parking attendant)</i>	43-126.5(b)
• Not using approved off-street parking listed for valet operation <i>(business or parking attendant)</i>	43-126.5(c)(5)
• Consuming more of the street than authorized by the city <i>(business or parking attendant)</i>	43-126.9(a)(2)(A)
• Obstructing pedestrians' use of the sidewalk <i>(business or parking attendant)</i>	43-126.9(a)(2)(B)
• Obstructing a vehicle operator's ability to see any part of an intersection <i>(business or attendant)</i>	43-126.9(a)(2)(C)
• Causing injury, damage, or creating a hazard to a person or property <i>(business or attendant)</i>	43-129.9(a)(2)(D)
• Using more than one Stand/Podium in the public right of way per zone <i>(business or attendant)</i>	43-126.9(a)(3)
• Placing advertising signage on the public right of way <i>(business or attendant)</i>	43-126.9(a)(4)
• Parking in the valet staging area for more than 5 minutes <i>business or attendant)</i>	43-126.9(a)(5)
• Parking on a Public right of way <i>(business or attendant)</i>	43-126.9(a)(7)
• Operating within 10 feet of a crosswalk <i>(business or attendant)</i>	43-126.11(a)(1)
• Operating within 10 feet of a fire hydrant, firebox, or emergency facility <i>(business or attendant)</i>	43-126.11(a)(2)
• Operating within 5 feet of a driveway <i>(business or attendant)</i>	43-126.11(a)(3)
• Operating within 3 feet in front of or 15 feet behind a bus stop sign <i>(business or attendant)</i>	43-126.11(a)(4)
• Operating within 3 feet of a bus bench <i>(business or attendant)</i>	43-126.11(a)(5)
• Reducing the unobstructed space for the passage of pedestrians <i>(business or attendant)</i>	43-126.11(a)(6)

Valet Transport Specific Ordinance Violations

Short Description	City Ordinance
• Driving on the wrong side of the street <i>(parking attendant)</i>	545.051
• U-turns <i>(parking attendant)</i>	545.103
• Driving on the sidewalk <i>(parking attendant)</i>	545.423
• Unattended running motor vehicle <i>(parking attendant)</i>	545.404

Valeted Vehicle or Operator Citation Issuance Ordinance Violations

Short Description	City Ordinance
• Vehicles Stopped and Blocking Traffic or Blocking the Street <i>(Vehicle)</i>	28-81(a)(1)(I)
• Vehicles Parked in a No parking zone <i>(Vehicle)</i>	28-76
• Vehicles Parked 20 Feet of Crosswalk <i>(Vehicle)</i>	28-81.1(a)(1)(D)
• Sign/Area prohibiting stopping <i>(Vehicle)</i>	28.81.1(A)(1)(J)
• Parking Vehicles 30 Feet of the traffic control device <i>(Vehicle)</i>	28-81.1(a)(2)(D)
• Parking Vehicles in a No Standing Zone <i>(Vehicle)</i>	28-81.1(a)(2)(F)
• Parking Vehicles Facing Wrong Direction <i>(Vehicle)</i>	28-88(b)(1)
• Double Parked, Vehicle blocking the street <i>(Vehicle)</i>	28-81.1(a)(1)(I)
• Parking Vehicles on an Unimproved Surface (POUS) <i>(Vehicle)</i>	51A-4.30(D)(5)
• Operating as a commercial lot/garage without proper C/O <i>(business or parking attendant on lot)</i>	51A-4.210(9)
• Valet Charging for required parking/ Illegal land use <i>(business or parking attendant)</i>	51A-1.103(a)(1)

* Range is \$250.00 to \$500.00 depending on the circumstances of the violation