

## VALET PARKING PERMIT APPLICATION INSTRUCTIONS

Any person, establishment, or entity who desires to conduct valet operations using a City of Fort Lauderdale right-of-way (ROW) or parking facility must complete a Valet Parking Application to obtain a Valet Parking Permit in accordance with City Ordinance 26-\_\_\_\_\_. (Ordinance). The Valet Application and required attachments must be submitted to the **Transportation and Mobility Department-Parking Services Division, 290 NE 3<sup>rd</sup> Avenue, Fort Lauderdale, FL 33301** along with the application fee of \$265.00 for the initial permit (\$25.00 for temporary permits) and \$150.00 for renewal applications.

A checklist summarizing items to be included with the application has been provided for your convenience. Specifics are detailed in the Ordinance.

**Definitions** (Additional definitions may be found in the Ordinance)

*Applicant* means a person or company requesting a valet parking permit who will be held responsible for compliance with the terms and conditions of the permit and the provisions of **Article VIII**. If a valet operator as defined herein is operating the valet operation, the valet operator must be the applicant and must submit with the application, a written consent of the owner of the business for whom the valet operator is conducting the valet operation.

*Ramping* means the temporary staging or temporary storage of a vehicle within the ramping area.

*Ramping area* means an area of right-of-way or parking facility where vehicles are permitted to be stopped in order to transfer the vehicle from a customer to a valet attendant for the purpose of parking the vehicle at another location.

*Right-of-Way or ROW* means the surface and space on, above and below any real property in which the city has an interest in law or equity, whether held in fee, easement, dedication, plat or other estate or interest open to travel by the public, including, but not limited to any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, or bridge.

*Temporary valet permit* means a permit issued for a duration of less than a one year period and restricted as specified in the Ordinance (“special event” and “residential” valet parking permits).

*Valet operator or operator* means a person who owns and operates a valet operation and holds a current business tax receipt issued by the city

pursuant to chapter 15 of code of ordinances to provide valet parking services.

*Valet operation or operation* means activities associated with providing valet parking services that include but are not limited to, ramping, storage, taking custody of a customer’s vehicle or delivering the vehicle back to the customer, storing customer keys, and all the equipment, devices, signage, tables, chairs, and similar items used to support valet parking services.

### **Instructions**

Each section of the application must be fully completed or the application will be returned for completion. **A separate application must be submitted for each valet location requested.**

The following is a list of the minimum requirements for a completed application. Additional information necessary in order to determine if the requirements of this article have been met may be required by the Transportation and Mobility Parking Services Division.

Applicant: Name, address, and telephone number, and Federal ID Number (FEIN) or social security number of the Applicant. The phone number(s) shall be the number that the operator can be reached Monday thru Friday 8:00 am to 5:00 pm and during all hours of the valet operation.

Business Entity: The name, address, and phone number of the business entity the valet operation will serve. If more than one entity will be served at this valet location, attach a separate sheet and provide the requested information for each.

Valet Operation: Proposed days and hours of the valet operation. One line shall be completed for each day of the week and the hours of the valet operation requested for that day, if each day does not have the same operational hours. If non-sequential times are requested for the same day, a separate line for each block of time shall be completed. (For example: Saturday 3:00pm-5:00pm and 8:00pm-10:00pm requires two lines for Saturday.) Include the number of public parking spaces to be used for the ramping area and the parking meter numbers (if there is a meter at each space) for each line. If the ramping area is in unmarked spaces, indicate the number of linear feet of the space requested. A parking space rental fee will be due and payable before a permit may be issued. The City reserves the right to approve or deny specific locations and/or days and times for the welfare and safety of the public.

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The estimated maximum rate of vehicle arrivals and departures for the valet operation within a 15 minute period.

The number of attendants during the peak traffic hours of the valet operation. A minimum of two attendants is required at all times of the operation unless specifically provided in the approved permit.

### Additional Information:

1. Provide the name of the insurance company and a current Certificate of Insurance that specifies the coverage required in the Valet Parking Ordinance. The City of Fort Lauderdale, its City Commission, and Officers and Employees shall be named as additional insured on the Certificate.
2. The zoning district where the requested valet operation is located. Zoning information may be found by contacting the Broward County Property Appraiser or search at [www.bcpa.net](http://www.bcpa.net).
3. The address of the building adjacent to, or nearest, the ramping area.
4. The location of the off-street vehicle storage area(s) that may be used by the valet operator. Such storage may be subject to the City's Uniform Land Development Regulations (ULDR) or other City ordinances and the valet operator is responsible to comply with such requirements.
5. The number of public parking spaces that may be used for vehicle storage during valet operations, if any. The valet operator shall ensure that metered spaces are paid when being used for vehicle storage.

### Temporary permits

All information on the application shall be completed according the above instructions for temporary permits as well as regular valet parking permits. In addition, the following information is required:

The date of the last temporary permit granted to the Applicant or the Business Entity/Person for the requested location.

The Applicant is responsible for notifying the applicable Homeowners or Condominium Association or similar organization, if applicable. The contact name and phone number for the organization shall be provided.

If any fees will be charged to the Customer, the minimum and maximum fee amount shall be included on the application.

Proposed fees to be charged to the customer, if any.

Copy of the current liability insurance Certificate in accordance with the provisions of section 26-231 of this article.

### **ADDITIONAL REQUIRED ATTACHMENTS TO THE VALET PARKING APPLICATION**

The signed "Terms and Conditions" acknowledgement, evidencing agreement of the valet operator to abide by the terms and conditions set forth in the permit and the Valet Parking Ordinance as amended, and any other applicable federal, state, county, or local laws,

A valet operations plan, including a drawing or sketch of the valet operations area. The following information shall be provided in the plan:

The dimension of the inside and outside customer floor areas, seating capacity or both of the business to be served by the valet operator at the permit location. If there is more than one type of business on a single property such as a restaurant and a bar, each type of business will be identified.

The size and location of the proposed ramping area including dimensions and the number and location of existing marked public parking spaces, if any that are proposed to be used by the valet operator.

Photographs of the proposed ramping area.

The proposed placement of traffic cones in the ramping area, in accordance with the permit.

A valet operations route map showing the roads that may be used to transport vehicles from the ramping area to the storage area and the storage area to the ramping area.

An operator wishing to change the business it is serving or the location in relation to the business it serves must submit a new application to the division as provided in section 26-224.

An operator will notify the division of any change of ownership of the business the valet operator serves or a change in the name of the business it serves.

The application shall be accompanied by a **non-refundable** application fee of \$265 for the initial permit and \$150 annually for permit renewals for the same location.