



# City of Austin

Austin Transportation Department, Right of Way Management Division  
3701 Lake Austin Boulevard, 78703, Austin, Texas 78703

## **REQUIREMENTS FOR VALET OPERATING LICENSES**

Requests for the use of City of Austin Right Of Way, including requests to operate as a licensed valet service provider, must be authorized by the Austin Transportation Department. Enclosed in this packet is a link to the City Code pertaining to these permits and additional helpful information. If *after* reading through this packet you have any questions or need additional information, please contact us at 512-974-1150 or visit our office:

City of Austin, Transportation Department  
Right Of Way Management Division  
3701 Lake Austin Blvd., Austin, TX 78703  
*Walk-in Hours – Monday through Friday, 8 a.m. to 1 p.m.*

If you wish to serve as a valet operator in the right of way, this is the permit you will need. If you wish to valet from private property, contact the Development Assistance Center (DAC).

### **STEPS TO OBTAIN A VALET OPERATING LICENSE**

1. Read and closely review the City of Austin **valet ordinance and valet rules**.
2. Submit required **documentation** to Right of Way Management.
3. An Officer/Member of the Valet Operator business must participate in an **in-person meeting with Enforcement and Permitting staff** to discuss valet operational requirements.
4. Pay the annual **fees**. Valet Operator License can then be activated by Right of Way Management.

### **STEP 1 –VALET ORDINANCE AND VALET RULES**

Please familiarize yourself with both the City of Austin [ordinance](#) AND [rules](#) that govern valet operations.

### **STEP 2 – DOCUMENTATION**

Right of way Valet Operators must submit the following **documents**:

1. The completed Application for Valet Operator **(SEE PAGES 3-4 OF PACKET)**
2. A copy of training materials/instruction provided to the employees of the Operator
  - o Materials must incorporate the City of Austin valet ordinance and valet rules **SEE “STEP 1- VALET ORDINANCE AND VALET RULES”**
3. Photos, front and back, of the Operator’s retroreflective outerwear
4. Photos of any booths, stands, or signage that will be placed in the right of way
  - o If operating at a permanent valet zone, also include a rendering of where the aforementioned items would be placed
5. An outline of the procedure used for vehicle key custody
6. An outline of the procedure used for valet tags and identification
7. A copy of the valet tag, front and back
8. A Resolution of Authority **(SEE PAGES 6-8 OF PACKET)**
9. An Authorized Agent Form **(SEE PAGE 5 OF PACKET)**
10. Certificate of Insurance
  - o General Liability Insurance set at \$500,000 per occurrence minimum
  - o In lieu of General Liability, Operator may provide Garage Liability
  - o Evidence of a 30 Day Notice of Cancellation
  - o City of Austin as Additional Insured
  - o “City of Austin, Attn: Right of Way Mgmt, P.O. Box 1088, Austin, TX 78767” as Certificate Holder

**\*\*FOR A DETAILED BREAKDOWN OF INSURANCE REQUIREMENTS PLEASE REQUEST A COPY OF THE “REQUIREMENTS FOR INSURANCE, BOND, AND LICENSE” PACKET.\*\***



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## STEP 3 – MEETING

Once the required documentation is reviewed and accepted, Right of Way Management will coordinate the scheduling of an **in-person meeting between the Operator, Parking Enterprise, and Right of Way Management**. Parking Enterprise is responsible for enforcement and regulation of all valet related activities. Right of Way Management is responsible for permitting of all valet related activities. Valet Operators must meet with representatives of these two divisions to discuss their operations. Points that will be reviewed include:

1. Duties of a Licensed Valet Operator
2. Valet permitting procedures
3. Enforcement and violation procedures
4. Vehicle handling restrictions

**NOTE: THE TIME NEEDED TO COORDINATE THE MEETING BETWEEN THE OPERATOR, ENFORCEMENT, AND PERMITTING STAFF CAN VARY.**

### VALET FEE SCHEDULE

<b>Valet Operator License</b>	
Application Fee	\$50.00/annually
Operating Fee (assessed per Permanent Zone)	\$10.00/annually
<b>Valet Zone – Permanent</b>	
Application Fee	\$150.00/annually
Space Fee	\$0.60/space/hour/annually
Signage Installation Fee - Small	\$250 each
Signage Installation Fee - Large	\$300 each
<b>Valet Zone - Temporary</b>	
Space Fee	\$50 per space; 3 space minimum
<i>**Operator License and Permanent Zone are valid for one year from date of issuance**</i>	

### CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For valet requirements, reference “Chapter 13-5. – Valet Parking Services”.



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## Application for Valet Operator

### PERMIT HOLDER INFORMATION:

*The Valet Operator listed here will be the License Holder of record. Changes related to the Valet Operator will affect the License and should be relayed promptly to Right of Way Management staff.*

#### **Operator Contact Information:**

Operating/Assumed Name(s) \_\_\_\_\_

Legal Name(s) (if different than Operating Name) \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

24 Hour Emergency Number \_\_\_\_\_ Alternative Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

#### **Operator Insurance:**

Insurance Expiration Date \_\_\_\_\_

Lists City of Austin as Additional Insured  Yes  No

Provides a 30 Day Notice of Cancellation  Yes  No

Lists "City of Austin, c/o Right of Way Mgmt, PO Box 1088, Austin, TX 78767" as Certificate Holder  Yes  No

**\*\*Provide a current copy of insurance as evidence that requirements are satisfied, if not already on file.\*\***

#### **Operator Structure:**

Sole Proprietorship/Single Membership  Partnership  Corporation  Limited Liability Company

**\*\*Provide a Resolution of Authority that corresponds with the Business Structure. If structure is Sole Proprietorship or Single Membership, provide business documentation as filed with the State and County. See pages 6-8 of this packet for additional details.\*\***

### SERVICE LOCATIONS:

#### **LOCATION #1:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

#### **LOCATION #2:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

#### **LOCATION #3:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

#### **LOCATION #4:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_



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**LOCATION #5:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**LOCATION #6:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**LOCATION #7:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**LOCATION #8:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**LOCATION #9:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**LOCATION #10:**

Start Date of Service \_\_\_\_\_ Business Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

**DECLARATIONS AND SIGNATURE:**

*Please indicate you agree with each statement below by providing your initials in the adjacent box.*

I certify that each employee of the License Holder has a driver's license valid in the State of Texas, and has received a manual and training instructing the employee in the local and state laws governing valet parking.

I certify that employees of the License Holder who engage in valet parking vehicles will wear retro-reflective material outerwear while working during the nighttime, as approved by the director.

I certify that loading or offloading of customers from vehicles will occur only in the designated area at each service location.

I declare that the information provided in this application is true and that I have read the Code of the City of Austin Section 13-5 as amended by Ordinance Number 031211-11, and I understand all conditions of this application as set forth herein and the City Code. I understand that no guarantee of approval is implied by the acceptance of this application, and that in order for this application to be completed the applicant must provide all additional information requested and that failure to provide the additional information will result in denial of the application. I also understand that the City is not responsible for any cost or inconvenience incurred by me if the application is denied.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE OF OPERATOR  
(MUST SIGN IN PRESENCE OF NOTARY)

COUNTY OF \_\_\_\_\_

STATE OF TEXAS

SWORN TO AND SUBSCRIBED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE



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## AUTHORIZED AGENT FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print Name of Officer/Member) (Print Name of Valet Operator Company)

Do hereby authorize the following to act as my Agent(s) in submitting permit applications on behalf of my company, within the corporate limits of the City of Austin. I understand that I am responsible for any applications/documents as submitted by my Agent(s) and that the individual must exhibit this authorization form to the permitting staff upon request. I further acknowledge that this original authorization form is to remain in my permit file for legal reference purposes. It is agreed that the Agent(s) named below may act as the primary contact for request of information by City staff to complete applications. I understand that it is my responsibility to update my file with the City of Austin upon change of authorized agent status.

**Persons named below are authorized and approved to submit permit application data and to obtain any right of way permits in regards to a License Valet Operations:**

### AGENT 1

First & Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### AGENT 2

First & Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### AGENT 3

First & Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

I, the undersigned, representing the Licensed Valet Operator, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SOLE PROPRIETOR, MEMBER or PRINCIPAL  
(MUST SIGN IN PRESENCE OF NOTARY)

SWORN TO AND SUBSCRIBED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE



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## RESOLUTION OF AUTHORITY

Sole Proprietorship/Single Membership

Please provide the applicable form of Documentation in Lieu of a Resolution of Authority -- Assumed Name Certificate, Certificate of Formation, Articles of Incorporation -- as filed with the State and County.

Partnership

### Resolution of Corporate Authority as General Partner

I, \_\_\_\_\_ the undersigned  
{print name of officer **not** signing the Permit Application or Authorized Agent Form},  
\_\_\_\_\_ of \_\_\_\_\_ the "Corporation", hereby certify that:  
{title} {name of corporation}

Corporation is duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_{date} Board meeting. The Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's minute book, at a duly authorized board meeting. A quorum of Corporation's Board of Directors was present at the entire board meeting and all actions taken at the meeting complied with Corporation's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_  
{print name of officer **signing** the Permit Application or Authorized Agent Form},  
\_\_\_\_\_ {title} of \_\_\_\_\_ {name of corporation}, is empowered to sign any and all documents and to take such steps, and to do such other acts and things on behalf of said Corporation, acting in its capacity as General Partner of \_\_\_\_\_, a \_\_\_\_\_ Limited Partnership, as in \_\_\_\_\_ {name of Partnership} \_\_\_\_\_ {state}

**his/her** [*Strike one*] judgment may be necessary, appropriate or desirable in connection with any related Permit submittal entered into or with the City of Austin

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_.  
{Seal}

\_\_\_\_\_  
{Signature of officer named at top of form}

\_\_\_\_\_  
{Title}





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## RESOLUTION OF AUTHORITY

Limited Liability Company

### Resolution of Corporate Authority for a Limited Liability Company

I, \_\_\_\_\_ {print name of member **not** signing the Permit Application or Authorized Agent Form}, the undersigned **Member** of \_\_\_\_\_ {name of limited liability company} the "Company", hereby certify that:

Company is a limited liability company duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_ {date} Member meeting. The Company's Members adopted the Resolution, which is contained in Company's minute book, at a duly authorized meeting. A quorum of Company's Members was present at the entire meeting and all actions taken at the meeting complied with Company's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {print name of officer **signing** the Permit Application or Authorized Agent Form}

\_\_\_\_\_ {title} of \_\_\_\_\_ {name of Company}, is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Company, as in his/her [strike one] judgment may be necessary, appropriate or desirable in connection with any Valet Permit entered into with the City of Austin

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_\_.

{Seal}

\_\_\_\_\_  
{Signature of Member named at top of form}

\_\_\_\_\_  
{Title}