



City of Austin

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

Application Checklist for Valet Parking Permit

Any business establishment wishing to use the Public Right of Way for valet pick-up/drop-off of vehicles must do so within a designated valet service area that has been approved by the City of Austin Transportation Department. To apply for a Valet Parking Permit, one application per requested Valet service area is required. If you are requesting transfer of an existing Valet Parking Permit, you must submit a completed application with all the information requested below.

Code Requirements:

1. § 13-5-31 VALET PARKING PERMIT REQUIRED

- (A) A person operating a business establishment may not provide on-street valet parking service to customers unless the person has a valet parking permit issued under this chapter.
- (B) A person operating a business establishment may provide valet parking service to customers without a valet parking permit if the service is operated entirely on private property.

2. § 13-5-32 APPLICATION FOR VALET PARKING PERMIT

- (A) To obtain an initial valet parking permit a person must:
- (1) submit an application to the director on a form prescribed by the director;
 - (2) pay the application fee prescribed by ordinance for the permit; and
 - (3) pay the annual fee prescribed by ordinance for parking spaces in the designated area.

PLEASE SUBMIT THE FOLLOWING ATTACHMENTS WITH A COMPLETED APPLICATION PACKET FOR EACH VALET SERVICE AREA:

Attachment A - Authorized Agent Form – Valet Permit Submittal Authorization

This form will designate a single point of contact that shall be the responsible party for all information submitted on the behalf of the Valet Parking Permit Holder.

- This form must be submitted for any application that will be submitted by any individual that is not the Sole Proprietor of the business requesting a Valet Parking Permit.
- This form must be submitted for any application that will serve a Valet Service District.
 - Each Business that will be served by a Valet District Service Area must provide a form signed by each business to be served by this application

Attachment B – Proposed Map and Sketch

This document will serve as the field verification data for the proposed Valet Service Designated Area. Applicant may utilize the provided attachment or submit a map with the following requirements:

- Size must be 8.5 x 11" inch or 11x17" with a north arrow
- Street Name and each Cross Street Name
 - Width of Street and Cross Streets, Lane Configuration, and Direction of Travel. Indicate Mandatory Turn Lanes at Cross Streets.
- Proposed Valet Service area and Proposed Valet Stand Location with Dimensions and Distance from Cross Street. *(Measured from closest edge of Cross Walk Stripe or inner edge of Cross Street curb radius if Cross Walk is not delineated).*
- All Property Lines, Signs, Poles, ADA Ramps, Driveways, Fire Hydrants, Pay Stations, Meters within 50' outside of Proposed Valet Service area.



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Attachment C – Permit Holder Documentation

Please provide the appropriate documentation to certify business affiliation and signing authority. Applicant may utilize the provided attachment or submit documents utilized by the business.

Sole Proprietorship

- Provide copies of documents filed with the State and County that provides the DBA name, or assumed business name on record with the State and County.

Partnership

- General: provide copies of partnership documents, which verify that they are filed with the Secretary of State.
- Limited: provide copies of partnership documents, which verify that they are filed with the Secretary of State and Corporate Resolution for any partnership that has a corporation as its general or managing partner [follow same rules as set out for Corporation].
- For signing authority under a single Partner, a current Power of Attorney must be provided.

Corporation

- With multiple officers: provide an executed Corporate Resolution, dated within 6 months prior to date of application.
- With one officer: provide an executed Corporate Resolution, dated within 6 months prior to date of application and provide a copy of Articles of Incorporation, which verify that they are filed with the Secretary of State.
- For signing authority under a single Principle of the Corporation, a current Power of Attorney must be provided with a Resolution of Corporate Authority.



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Insurance Documentation

- Commercial General Liability policy with a combined single limit of \$500,000 per occurrence for coverage's AB&C including products/completed operations, where appropriate, with a separate aggregate of \$500,000.
- If this coverage is underwritten on claims made basis, the retroactive date shall be coincident with the date of this permit and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The applicant shall maintain coverage for the duration of this permit and for six months following Permit expiration date. The applicant shall provide the City annually with a certificate of insurance as evidence of such insurance. The premium for this extended reporting period shall be paid by the applicant.
- Insurance shall be written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be written by a company with an A. M. Best rating of B+ or better.
- **The applicant shall produce endorsements to each effected policy:**
 - Naming the City of Austin, 3701 Lake Austin Boulevard, Austin, TX 78703 as additional insured.
 - That obligates the insurance company to notify the City of Austin, 3701 Lake Austin Boulevard, Austin, TX 78703, of any non-renewal, cancellations or material changes at least thirty (30) days prior to change or cancellation.
 - That the "other" insurance clause shall not apply to the City where the City of Austin is an additional insured shown on the policy. It is intended that policies required in this permit covering both the City and the applicant shall be considered primary coverage.
- The applicant shall not cause any insurance to be cancelled or allow any insurance to lapse during the term of this permit or the six months following completion for a "claims made" policy.
- The City reserves the right to review the insurance requirements of this section during the effective period of this permit and to make reasonable adjustments to insurance coverages, their limits, exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company, as well as the applicant.
- All certificates shall include a clause to the effect that the policy shall not be cancelled, reduced, restricted, or limited until thirty (30) days after the City has received written notice.
- Applicant shall provide City thirty (30) days written notice of erosion of the aggregate limit below the minimum required combined single limit of coverage.
- Actual losses not covered by insurance as required by this permit shall be paid by the applicant.



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Attachment D – License Holder and Vehicle Storage

- Copy of Approved Valet Service License
- Copy of current Valet Service Provider's Insurance
- Aerial Map with Sketch of Vehicle routing and storage, including:
 - North Arrow
 - Service Location with address
 - Vehicle Storage Facility with address
 - Vehicle routes to and from the Vehicle Storage Facility
 - Indicate direction of travel in all lanes