



City of Austin

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

REQUIREMENTS FOR VALET ZONE - TEMPORARY

Requests for the use of City of Austin Right Of Way, including requests to designate right of way for the receiving and returning of vehicles on a temporary basis, 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 provide valet services at a specific location in the right of way on a TEMPORARY basis, this is the permit you will need. If you wish to provide valet services at a specific location in the right of way on an ANNUAL basis, please request a Valet Zone – Permanent application. If you wish to provide valet services on private property contact the Development Assistance Center (DAC).

****SEE PAGE 2 OF THIS PACKET FOR A LIST OF VALET CONTACTS.****

HOW TO OBTAIN A VALET ZONE - TEMPORARY

1. Secure a **Licensed Valet Operator** who will operate the valet zone.
2. Propose a **zone location**.
3. Submit required **documentation** to Right of Way Management staff and pay the permit **fee**; Valet Zone permits can then be activated by Right of Way Management.

STEP 1 – LICENSED VALET OPERATOR

To find a list of existing Licensed Valet Operators:

1. Contact Right of Way Management to request the most current schedule of active License holders

To become OR continue to be a Licensed Valet Operator:

1. Request a copy of the “Requirements for Valet Operating Licenses”

STEP 2 – ZONE LOCATION

Proposed valet zones are reviewed and approved by Parking Enterprise staff and the Area Traffic Engineer. Zones must satisfy the following criteria:

- Utilize a minimum of 66 feet in curb length unless an exception has been granted by the Engineer
- Maintain a minimum 6 feet wide pedestrian pathway in the right of way
- Located on streets that are a minimum of 28 feet wide, curb to curb
- Occupy public parking spaces
- CANNOT block or conflict with:
 - o Crosswalks
 - o Intersections
 - o Bus stops
 - o Emergency vehicle access
 - o Vehicle detection devices near signalized intersections
- CANNOT be located within 5 feet of a driveway
- CANNOT exceed the length of the Permit Holder’s property frontage unless the Permit Holder obtains written permission from the business fronting the additional space OR files for the permit jointly

STEP 3 – DOCUMENTATION

Temporary right of way valet zones must submit the following **documents**:

- FULLY Completed and Notarized Application (**SEE PAGES 3-4 OF PACKET**)
- Map of Routes to Park and Return Vehicles
 - o Map must clearly indicate the location of the valet zone and the parking facility
- Contract with Parking Facility (if not already on file)

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

VALET ZONE - TEMPORARY FEE SCHEDULE

Space Fee	\$50/space; 3 space minimum
**Valet Zone - Temporary Permits can be issued for up to 4 days **	

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”.

VALET CONTACTS

Austin Center for Events	Permitting	http://austintexas.gov/citystage
Development Assistance Center (DAC)	Viktor Auzenne	512-974-2941; Viktor.Auzenne@austintexas.gov
	Glenn Rhoades	512-974-2775; Glenn.Rhoades@austintexas.gov
Parks and Recreation Department	Park Events	reservations@austintexas.gov ; http://austintexas.gov/parkevents
Small Business Development Program	Xavier Zarate	512-974-9147; Xavier.Zarate@austintexas.gov
	TJ Owens	512-974-9147; TJ.Owens@austintexas.gov
	General Information	512-974-7800

****PLEASE ADVISE US IF YOU IDENTIFY OUT OF DATE CONTACT INFORMATION ON THIS LIST. ****



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Application for Valet Zone - Temporary

APPLICANT INFORMATION:

The Applicant listed here MUST sign on page 2 of this application. Applicant must provide Certificate of Insurance if not already on file.

Applicant Contact Information:

Company Name _____

Primary Contact Name _____

Phone Number _____ Alternative Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

PROPOSED ZONE INFORMATION:

Proposed Valet Location:

Block Number _____ Street Name _____ Number of Spaces Requested _____

Curb Side (circle one) -- North South East West Block End (circle one) -- North South East West Midblock

Pay Station or Meter Numbers: PS# / Meter # _____ PS# / Meter # _____ PS# / Meter # _____ PS# / Meter # _____

AND/OR

Description of Unmetered Area _____

(If an area does NOT have marked parking spaces, then one space will be assessed for every 22 feet in curb length.)

Proposed Valet Time and Date:

Date(s): _____

From: _____ (am/pm) To: _____ (am/pm) Monday Tuesday Wednesday Thursday Friday Saturday Sunday



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LICENSED VALET OPERATOR INFORMATION:

The Valet Operator requesting the License will be the Permit Holder of record.

Licensed Valet Operator Name _____

Primary Contact Name _____

24 Hour Emergency Number _____ Alternative Phone Number _____

Mailing Address _____ City _____ State ____ Zip _____

Email Address _____

Expiration date of Valet Operator Permit _____ Expiration date of Valet Operator Insurance _____

VEHICLE STORAGE:

Will vehicles be parked on the Permit Holder's premises? Yes No

(If you checked "Yes", no additional information required. If you checked "No", provide details below.)

Parking Facility Location:

Address _____ City _____ State ____ Zip _____

Type of Parking Facility:

Parking Garage Surface Lot

Terms of Parking Facility Contract:

Number of Spaces Available _____ Date of Contract _____ Term/Expiration Date of Contract _____

Contact Information for Facility Owner Manager:

Name _____ Phone Number _____ Email Address _____

****Provide current evidence of Contract with Parking Facility, if not already on file.****

Map of vehicle routes to and from Valet Service area to Parking Facility Provided? Yes No

****Provide map of vehicle routes, if not already on file.****

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.

STATE OF TEXAS
COUNTY OF _____

SIGNATURE OF APPLICANT
(MUST SIGN IN PRESENCE OF NOTARY)

SWORN TO AND SUBSCRIBED BEFORE ME ON THE _____ DAY OF _____,

NOTARY PUBLIC SIGNATURE