



City of Austin

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

Application for Valet Parking Permit

Valet Permit Submittal Information

TYPE OF VALET SERVICE REQUESTED:

- Annual Valet (New) Annual Renewal Transfer of Valet Permit Revision of Designated Service Area
 Temporary Valet (May be subject to other Permits, such as Temporary Use or Special Event Permit)
 Valet District (Annual Valet servicing two or more Businesses)

APPLICATION HAS BEEN PREPARED, AND SUBMITTED TO STAFF BY:

- Property Owner Business Owner Business Partner Business/Property Owner's Authorized Agent
(Must Provide Authorized Agent Form)

APPLICANT / AUTHORIZED AGENT INFORMATION:

*If Applicant or Agent is not the Property Owner or Sole Proprietor of Business to be served, an Authorized Agent Form must be submitted along with this application. Please Title as **Attachment A - Authorized Agent Form – Valet Permit Submittal Authorization***

Submittal Prepared by (Agent Company/Corporation Name): _____

Applicant or Agent Name: _____

Business Phone Number: _____ Fax # _____ Cell # _____ Pager # _____

Company Mailing Address (*Address must be able to receive Certified USPS Mail*):

Address: _____ City: _____ State: _____ Zip: _____

Valid Email Address: _____

PROPOSED VALET SERVICE AREA LOCATION INFORMATION:

*Applicant must provide an area map and sketch of proposed Valet Service Area, surrounding street features, and vehicle routes to storage location. Please title as **Attachment B – Proposed Map and Sketch**.*

Proposed Valet Service Location - Block Number & Street Name: _____

Zone Location within Block named: **North, South, East, or West Curb**

Total Length of Proposed Service Area: _____

Total Number of Spaces Requested: _____

For spaces that are not designated by street markings, one parking spaces will be assessed every 22 Feet in curb length.

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

If any other type of City regulated space is requested, please explain. (*Commercial Zone, Customer Service Zone, etc.*)

Hours of Proposed Valet Service. **From:** _____ (am / pm) **To:** _____ (am / pm) **Monday – Friday**

From: _____ (am / pm) **To:** _____ (am / pm) **Saturday – Sunday**

Please indicate any days of the week that Valet Service will **not** operate: **Sun Mon Tue Wed Thu Fr Sat (am)**

Sun Mon Tue Wed Thu Fr Sat (pm)



City of Austin

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

Application for Valet Parking Permit

Valet Parking Permit Holder Information

BUSINESS TO BE SERVED BY VALET ZONE:

Business Type - Please Check:

- Sole Proprietorship Partnership Corporation Multiple Businesses- Valet District
- Limited Liability Company

Any Business that is not a Sole Proprietorship, proper documents must be submitted as **Attachment C – Permit Holder**

Documentation

Business Use - Please Check:

- Residential / Condominium Hotel Private Concert / Convention Venue
- Restaurant (51% or greater in Food Sales) Bar (50% or greater in Alcohol Sales)
- COA Outdoor Property (Park, Amphitheatre, etc.) COA Indoor Property (Convention Center, Long Center, etc.)
- Multiple Businesses-Valet District Service

BUSINESS INFORMATION:

Legal Business Name: _____

(Name must match all insurance documentation. For Valet District add additional copies of this page for each business.)

Assumed Names: _____
(Please include all additional names utilized for business documentation; i.e. Name on Signs fronting the Right of Way)

Primary Contact Name: _____

Business Phone Number: _____ Fax # _____ Cell # _____ Pager # _____

24 Hour Emergency Number: _____

Valid Email Address: _____

Company Mailing Address *(Address must be able to receive Certified USPS Mail)*

Address: _____ City: _____ State: _____ Zip: _____

Days and Hours of Business Operation: **From:** _____ (am / pm) **To:** _____ (am / pm) **Monday – Friday**
From: _____ (am / pm) **To:** _____ (am / pm) **Saturday – Sunday**

Please indicate any days of the week that the business does not operate: **Sun Mon Tue Wed Thu Fr Sat (am)**
Sun Mon Tue Wed Thu Fr Sat (pm)

For all Annual Renewals, please provide the total number of vehicles serviced by this location the previous year:

Total Vehicles Serviced _____

Please list of all Employees/Owners/Partners of Permit Holder to serve as Authorized Agents:

1. Name: _____ Phone # _____ Email: _____

2. Name: _____ Phone# _____ Email: _____

3. Name: _____ Phone # _____ Email: _____

Current Insurance Document with City of Austin listed as additional Insured provided? Yes No

Insurance Expiration Date: _____



City of Austin

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

Application for Valet Parking Permit

License Holder and Vehicle Storage Information

Valet Service License Holder:

A Valet Service Permit Holder must utilize an approved Valet Service License Holder for the operation and storage of vehicles. If the Permit Holder will be utilizing its own employees for Valet operation, the Permit Holder must be approved as a Valet Service License Holder. All documents required under this section must be submitted with this application. Please title as **ATTACHMENT D – License Holder and Vehicle Storage**

Business Name of Valet License Holder _____

Valet Service License Holder ID Number _____

Primary Contact Name: _____

Business Phone Number: _____ Fax # _____ Cell # _____ Pager # _____

24 Hour Emergency Number: _____

Valid Email Address: _____

Company Mailing Address (Address must be able to receive Certified USPS Mail)

Address: _____ City: _____ State: _____ Zip: _____

Copy of Approved and Active Valet Service License provided? Yes No

Current Insurance Document with City of Austin listed as additional Insured provided? Yes No

Vehicle Storage:

Will vehicles be parked at a location other than the Permit Holder's premises? Yes No

Type of Parking Facility: Parking Garage w/ Public Access Parking Garage w/o Public Access Surface Lot

Street Address of Private Facility for Vehicles Storage: _____

Number of Spaces granted by Parking Facility Contract: _____

Current contract for off-site parking by Valet Service License Holder provided? Yes No

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

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. Additionally, I understand that any holder of a City of Austin License Agreement or any other valid permit for other use of the right-of-way cannot be denied use of such right-of-way during the requested use on this application. 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 or AGENT
(MUST SIGN IN PRESENCE OF NOTARY)

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

NOTARY PUBLIC SIGNATURE



City of Austin

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

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. Additionally, I understand that any holder of a City of Austin License Agreement or any other valid permit for other use of the right-of-way cannot be denied use of such right-of-way during the requested use on this application. 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 SOLE PROPRIETOR, MEMBER or PRINCIPLE 1
(MUST SIGN IN PRESENCE OF NOTARY)

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

NOTARY PUBLIC SIGNATURE

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. Additionally, I understand that any holder of a City of Austin License Agreement or any other valid permit for other use of the right-of-way cannot be denied use of such right-of-way during the requested use on this application. 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 PRINCIPLE 2 (Partnership or Corporation)
(MUST SIGN IN PRESENCE OF NOTARY)

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

NOTARY PUBLIC SIGNATURE

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. Additionally, I understand that any holder of a City of Austin License Agreement or any other valid permit for other use of the right-of-way cannot be denied use of such right-of-way during the requested use on this application. 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 PRINCIPLE 3 (Partnership or Corporation)
(MUST SIGN IN PRESENCE OF NOTARY)

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

NOTARY PUBLIC SIGNATURE



City of Austin

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

Attachment A - Authorized Agent Form – Valet Permit Submittal Authorization

Valet Permit Submittal Authorized Agent Form

I, _____ of _____
(Print Name of Principal License Holder) **(Print Business Name)**

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 the permitted qualifier responsible for the application as submitted by my agent(s), submits an application for a permit, or signs any required documentation; 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 or qualification file for legal reference purposes. It is agreed that the Authorized Agent named below may act as the primary contact for request of information by City staff to complete this application. I understand that it is my responsibility to update my file with the City of Austin, upon change of authorized agent status.

Person named below is authorized and approved to submit permit application data, to obtain any right-of-way permits in regards to a Valet Parking Permit:

Print Name Of Authorized Agent E-Mail Address Phone #

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. Additionally, I understand that any holder of a City of Austin License Agreement or any other valid permit for other use of the right-of-way cannot be denied use of such right-of-way during the requested use on this application. 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.

I, the undersigned, being the Permit Holder as either an individual or a qualifying agent, 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 PRINCIPLE 1
(MUST SIGN IN PRESENCE OF NOTARY)

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

NOTARY PUBLIC SIGNATURE



City of Austin

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

Attachment B – Proposed Map and Sketch.



City of Austin

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

Attachment C – Permit Holder Documentation

Owner/Sole Proprietor

Please provide DBA documents filed with the State and County

Partnership

Resolution of Corporate Authority as General Partner

I, _____ the undersigned
{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 _____
{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

Resolved, that all transactions with the City of Austin involving a License and Permit Surety Bond and related Permit by any General Partner of the Partnership, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on _____, 20____.
{Seal}

{signature of officer named at the top of form}

{title}

Note: Resolution of Corporate Authority authorizing the President or a Vice President to sign all corporate documents must be signed, attested, and dated by the corporate Secretary no earlier than three months before the Closing date.



City of Austin

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

Attachment C – Permit Holder Documentation (Cont.)

Corporation

Resolution of Corporate Authority

I, _____

{name of officer **not** signing the Permit Application or Authorized Agent Form},

the undersigned _____ of _____

{title}

{name of corporation}

the "Corporation", hereby certify that:

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** Valet Parking Permit}

_____ of _____,
{title} {name of corporation}

is empowered to sign any and all documents on behalf of said Corporation.

Date _____, 20_____.

{Company Seal}
IF AVAILABLE

{signature of officer named at top of form}

{title}



City of Austin

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

Attachment C – Permit Holder Documentation (Cont.)

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** Valet Parking Permit}

_____ {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 License and Permit Surety Bond and related Permit entered into with the City of Austin

Resolved, that all transactions with the City of Austin involving a License and Permit Surety Bond and related Permit by any Members of the Company, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on _____, 20____.
{Seal}

Member’s signature named at top

Note: Resolution of Corporate Authority for an LLC must authorize the Manger or a Member to act on behalf of the limited liability company, and be signed, attested, and dated by a member no earlier than three months before the Closing date.



City of Austin

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

ATTACHMENT D – License Holder and Vehicle Storage