



Customer Service Division
Office location - 7447 E. Indian School Road, #110
Scottsdale, AZ 85251
Telephone - (480) 312-2400
Fax - (480) 312-4806
Web - www.ScottsdaleAZ.gov/licenses

Valet Parking Ord. (date & initial)

General Provisions (date & initial)

VALET PARKING LICENSE APPLICATION

THIS APPLICATION MUST BE FILED AND A LICENSE OBTAINED BEFORE YOU CAN LAWFULLY ENGAGE IN BUSINESS ON ANY PUBLIC RIGHT OF WAY IN SCOTTSDALE. APPLICATION FEES ARE NOT REFUNDABLE.

License #

APPLICATION FEE \$20.00
LICENSE FEE \$60.00

INFORMATION ON THE VALET PARKING BUSINESS

BUSINESS NAME (Individual, Company or "DBA") Area Code Telephone No.
STREET NO. (N,E,S,W) STREET NAME Type STE./APT. NUMBER
(ST.DR.AV.)
City State ZIP

LOCAL ADDRESS (If Different)

STREET NO. (N,E,S,W) STREET NAME Type STE./APT. NUMBER
(ST.DR.AV.)
City State ZIP Area Code Telephone No.

NAME OF MANAGER/OWNER/APPLICANT NAME OF LOCAL MANAGER

BUSINESS MAILING ADDRESS, EMERGENCY TELEPHONE

STREET NO. (N,E,S,W) STREET NAME Type STE./APT. NUMBER
(ST.DR.AV.)
City State ZIP Area Code Emergency Number

INFORMATION ON THE BUSINESSES BEING SERVED BY VALET PARKING

1. NAME OF BUSINESS BEING SERVED Area Code Telephone No.
STREET NO. (N,E,S,W) STREET NAME NAME OF OWNER/MANAGER
TYPE OF BUSINESS OWNER SIGNATURE

2. NAME OF BUSINESS BEING SERVED Area Code Telephone No.
STREET NO. (N,E,S,W) STREET NAME NAME OF OWNER/MANAGER
TYPE OF BUSINESS OWNER SIGNATURE

IF THERE ARE MORE THAN TWO BUSINESSES BEING SERVED BY THE VALET PARKING BUSINESS IN THE SAME VALET PARKING ZONE, PLEASE LIST THEM WITH ALL OF THE ABOVE INFORMATION ON A SEPARATE SHEET OF PAPER.

VALET PARKING OPERATION INFORMATION

MO DAY YR MO DAY YR
DAYS AND TIMES OF OPERATION TIME PERIOD OF OPERATION NO. OF ATTENDANTS TO BE ASSIGNED

ESTIMATED # OF CARS TO BE PARKED PER HOUR SEATING CAPACITY OF ALL BUSINESSES

SQ. FOOTAGE OF INDOOR AND OUTDOOR FLOOR AREA USED BY THE PUBLIC OF ALL BUSINESSES BEING SERVED

PROPOSED LOCATIONS TO BE USED TO PARK CARS AND # OF SPACES USED AT EACH LOCATION

License # _____

ADDITIONAL INFORMATION

- _____ A current, complete and satisfactory Certificate of Insurance. It must name the City of Scottsdale as additional insureds, provide commercial general liability not less than \$1,000,000 and provide garagekeepers liability not less than \$50,000.
- _____ A copy of the agreement showing that the valet service shall indemnify the City and its agents against suit that may arise from the operations.
- _____ A scaled drawing, including dimensions, showing the location of the valet zone, valet station, proposed cones, removable signs, the no. of parking spaces being used for the valet zone, and any other related materials.
- _____ A valet parking map(s) identifying the areas where patron's vehicles and attendant's vehicles will be stored and the number of spaces that will be used. The map should also indicate the driving route the attendants would use to park the vehicles and the placement of the directional sign, if the licensee is providing one.
- _____ If the licensee provides a removable directional sign, a drawing of the removable directional sign, including its dimensions, and approval of the owner where the sign will be located. (if applicable)
- _____ A drawing of the sign, including its dimensions, that will be located on the lectern or podium to indicate the service name, hours of operation and the cost of the service.
- _____ Written authorization from the owner of the proposed parking lot or facility that will be used to store vehicles.
- _____ Copies of the notices that were sent to the owner of each business pursuant to Sec. 16-556. Include the addresses of the businesses to which notices were sent.
- _____ Samples of the customer receipts and tags that will be placed on the rear view mirror or set on the dashboard while being parked.
- _____ An indication that no vehicles, including employee vehicles, will be stored in on-street parking spaces at any time. Vehicles also may not be stored or parked in the valet zone. _____ initials of applicant
- _____ That the specified number of attendants stated in the application will be on-site at all times and that the valet operator agrees to increase his or her staffing if requested to do so by City officials. _____ initials of applicant
- _____ An indication that the valet operator will maintain current copies of all required records pursuant to Sec. 16-566, and present them upon request to any authorized representative of the City of Scottsdale. _____ initials of applicant

PLEASE ATTACH ALL OF THE ABOVE INFORMATION TO THE BACK OF THIS APPLICATION.

SWORN STATEMENT

I HEREBY CERTIFY THAT ALL ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSIFICATION OF MATERIAL FACTS MAY CAUSE FORFEITURE ON MY PART OF ALL RIGHTS TO, AND CONSIDERATION TO BE LICENSED IN THE CITY OF SCOTTSDALE, COUNTY OF MARICOPA, STATE OF ARIZONA.

DATE

APPLICANT SIGNATURE

FOR OFFICE USE ONLY

RECOMMENDATION:

APPROVAL/DENIAL

DATE

DEVELOPMENT SERVICES

RECOMMENDATION:

APPROVAL/DENIAL

DATE

TRAFFIC ENGINEERING

RECOMMENDATION:

APPROVAL/DENIAL

DATE

POLICE DEPARTMENT



**City of Scottsdale
Valet Parking Business License
Indemnification and Insurance Requirements**

Pursuant to the City of Scottsdale Revised Code Section 16-558.

- (A) THE LICENSEE SHALL BE RESPONSIBLE FOR ALL LIABILITY IMPOSED BY LAW FOR PERSONAL INJURY, DEATH OR PROPERTY DAMAGE ARISING OUT OF OR RELATED IN ANY WAY TO THE LICENSEE'S VALET PARKING LICENSE. IF ANY CLAIM OF SUCH LIABILITY IS MADE AGAINST THE CITY, ITS OFFICERS OR EMPLOYEES, THE LICENSEE SHALL DEFEND, INDEMNIFY AND HOLD THEM HARMLESS FROM SUCH CLAIM, INCLUDING CLAIMS ALLEGING THE NEGLIGENCE OF THE CITY, ITS OFFICERS OR EMPLOYEES. THE LICENSEE SHALL SIGN AN INDEMNIFICATION FORM BEFORE RECEIPT OF THE LICENSEE'S VALET PARKING LICENSE.

- (B) THE APPLICANT SHALL SUBMIT TO THE COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATES OF INSURANCE EVIDENCING THE APPLICANT'S INSURANCE COVERAGE FOR THE TERM OF THE VALET PARKING LICENSE. THE LICENSEE SHALL PURCHASE AND MAINTAIN MINIMUM INSURANCE AS REQUIRED BELOW WITH COMPANIES THAT ARE LICENSED OR APPROVED UNLICENSED IN ARIZONA.

THE INSURANCE SHALL:

- (1) NAME THE CITY OF SCOTTSDALE, ITS DEPARTMENTS, AGENTS, OFFICIALS AND EMPLOYEES AS ADDITIONAL INSURED;

- (2) SPECIFICALLY CONTAIN A SEVERABILITY OF INTEREST PROVISION;

- (3) BE PRIMARY;

- (4) PROVIDE COMMERCIAL GENERAL LIABILITY COVERAGE WITH A LIMIT OF NOT LESS THAN ONE MILLION DOLLARS (\$1,000,000.00) FOR EACH OCCURRENCE, INCLUDING COVERAGE FOR BODILY INJURY, BROAD FORM PROPERTY DAMAGE, PERSONAL INJURY, PRODUCTS/COMPLETED OPERATIONS, AND BLANKET CONTRACTUAL, AND BE BROAD AS THE INSURANCE SERVICE OFFICE, INC.,'S POLICY FORM CG 00011093 OR ANY REPLACEMENT;

- (5) PROVIDE GARAGEKEEPER'S LIABILITY WITH A LIMIT OF NOT LESS THAN FIFTY THOUSAND DOLLARS (\$50,000.00) FOR AUTOMOBILE PHYSICAL DAMAGE, OR AN ENDORSEMENT TO THE LICENSEE'S COMMERCIAL GENERAL LIABILITY POLICY FOR AUTOMOBILE PHYSICAL DAMAGE; AND
 - (6) PROVIDE THAT COVERAGE CANNOT BE CANCELED OR EXPIRE WITH OUT PROVIDING THE CITY AT LEAST TEN (10) DAYS PRIOR WRITTEN NOTICE.
-

Applicant's Business Name: _____

Signature of Applicant: _____

Today's Date: _____

Certificate of Insurance attached: Yes _____ No _____

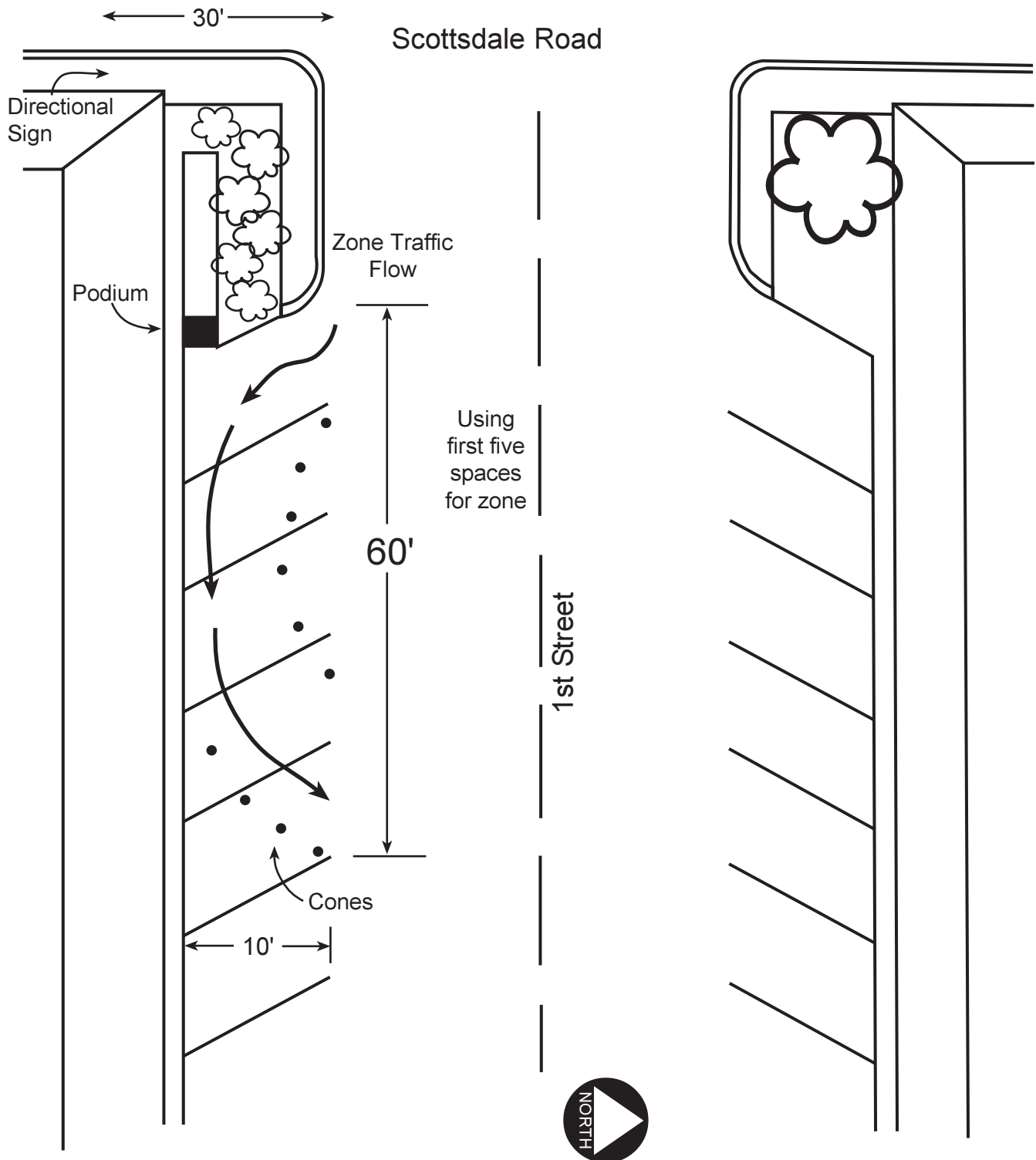
Original to City of Scottsdale
Copy to Applicant

XYZ Valet Company

Example of a Valet
Zone/Station Plan
Sec. 16-554 (b) 7

Location: Trappers
3815 N. Scottsdale Road

Operation: Friday, Saturday, Sunday
5:00 pm to 2:00 am

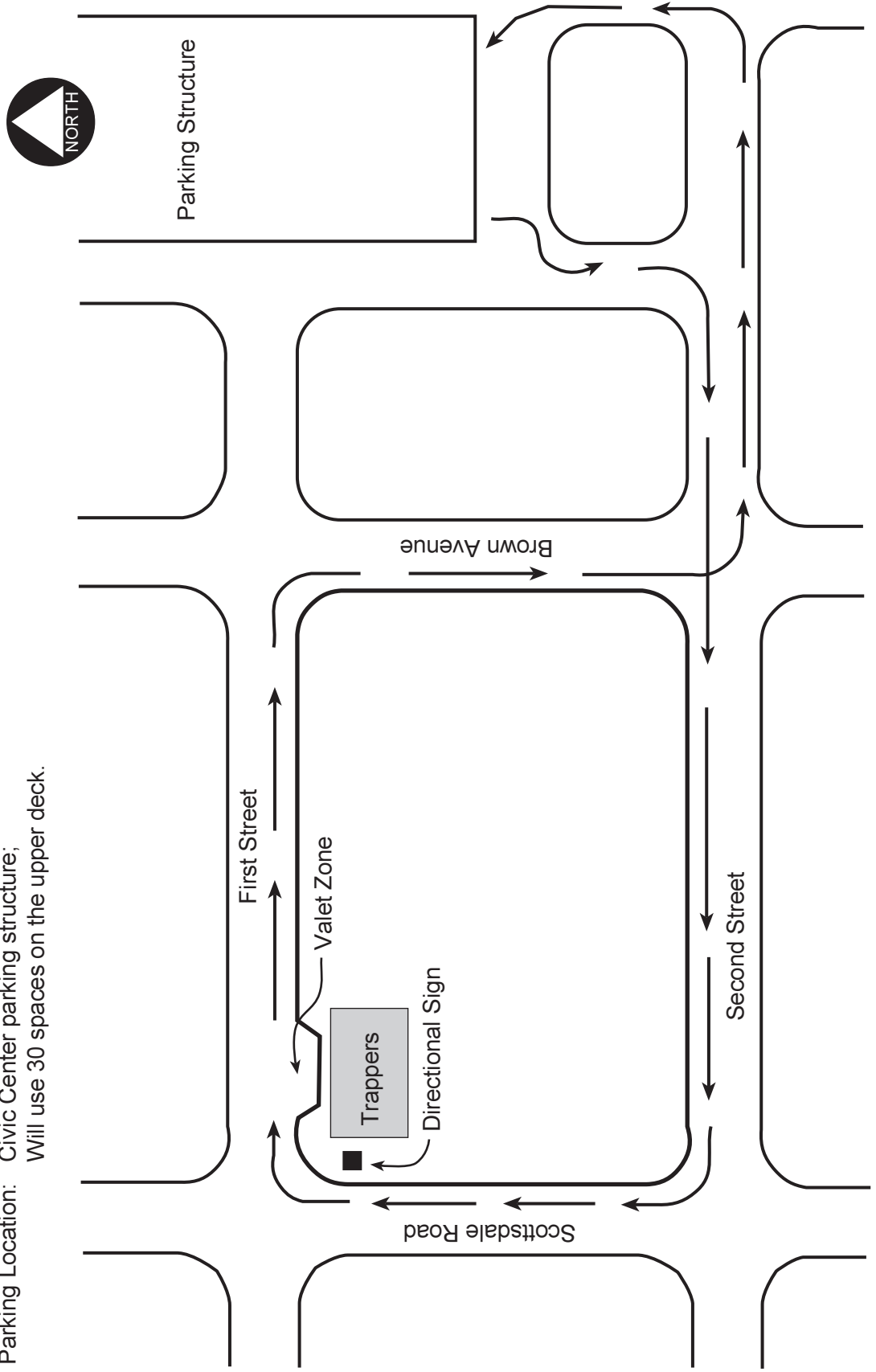


XYZ Valet Company

Example of a Valet
Parking Area Map
Sec. 16-554 (b) 5 (c)

Location: Trappers
3815 N. Scottsdale Road

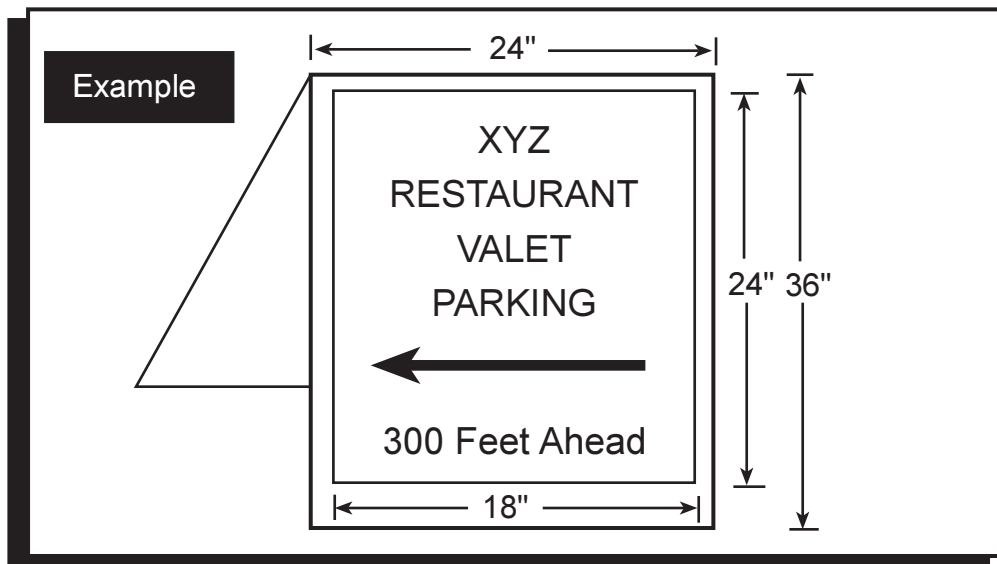
Parking Location: Civic Center parking structure;
Will use 30 spaces on the upper deck.



Direction Sign

Sec. 16-563 (b)

If required by the terms of the license, the licensee will provide one (1) directional sign not more than three (3) feet high from the ground and not more than four (4) square feet in area, indicating the correct and safe approach to the valet parking station and valet zone. The sign shall be located within five hundred (500) feet of the valet parking zone and will not be permitted in the public street. This location is subject to written approval of the owner(s) of the property where the sign is to be located.



A large empty rectangular box provided for the user to draw their own directional sign.

Please provide the drawing in the above space

Valet Station and Sign

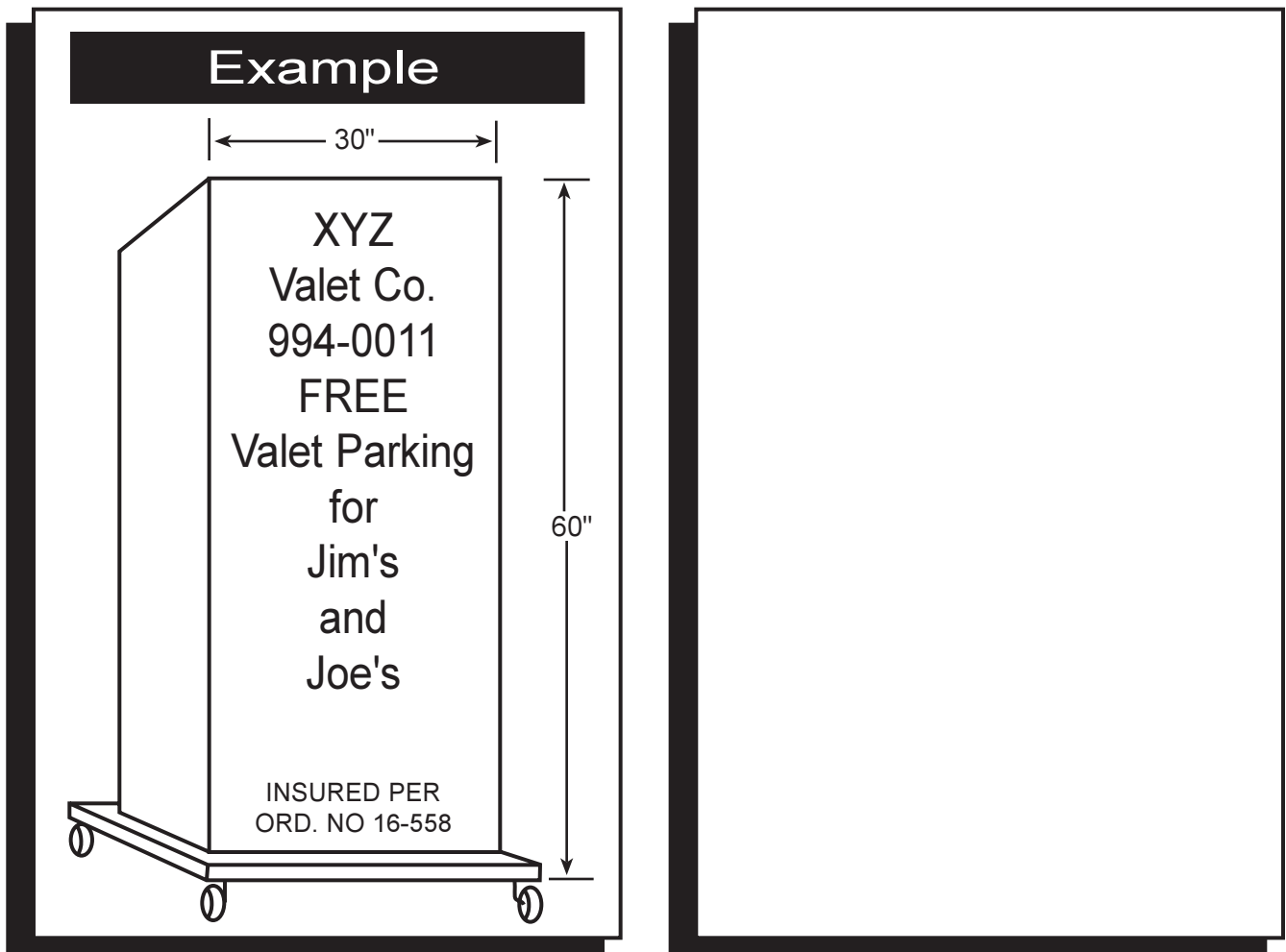
Sec. 16-563 (a) 1, 3

The licensee shall provide one valet parking station for each valet parking zone;

1.) The valet parking station shall be a removable lectern, cabinet or other structure not less than four (4) feet high, nor more than five (5) feet high, and not more than two and one-half (2 1/2) feet wide, with a space for waste disposal, and space to provide locked storage for keys, licenses, permits, contracts, maps, and other documents required by this article.

2.) The valet parking station shall be located as approved on the diagram submitted by the applicant for the valet parking license.

3.) The valet parking station shall bear a sign, not to exceed the height and width of the valet parking station, conspicuously identifying, in letters not less than one and one-half (1 1/2) inches tall, the name and phone number of the licensee, the name of the business(es) served by the licensee and the charge, if any, for the valet parking. The sign shall also include notice, in letters not less than one (1) inch tall, that the licensee is insured as required to be mounted on the valet parking station.



Please provide the drawing in the above space

Example Notification Letter:

The following is an example of a notification letter that must be sent to all businesses within 100 feet of the valet zone. Please provide a copy of the letter and a list of the addresses the letter was sent to when submitting your application package. You can add a small map to the back or bottom of this page, or on a separate page.

April 3, 2008

Dear Business Owner/Manager,

XYZ Valet Company has made application to the City of Scottsdale for a license to provide valet services to the business listed below, between the hours of XXXX PM and XXXX AM, XXXXXXday through XXXXXday (list whatever hours/days you are open).

ABC Restaurant
6706 Valley Lane
Scottsdale, AZ 85251

A diagram showing the operation of the valet service can be provided for your review. Please address any requests or concerns to:

Walt Brodzinski
City of Scottsdale
7447 Indian School Rd., Suite 205
Scottsdale, AZ 85251
480-312-7757
wbro@scottsdaleaz.gov