



**CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS**

**VALET LOCATION STAGING PERMIT
APPLICATION SUBMITTAL CHECKLIST**

The following checklist is designed to assist petitioners in preparing required materials for a Permit. Items omitted will delay applicant's review process. The following items are required as part of a complete application for an On-Street Valet Staging Permit. Submit this form with application submittal.

PART I – TO BE SUBMITTED WITH THE APPLICATION

- 1. On-Street Valet Staging Permit Application Form (2-pages): Completed with applicant signature. One form for single applications or one for each applicant for joint applications.
- 2. Traffic Flow Plan: One copy drawn to scale, no larger than 11" x 17" format including a map and describing the route(s) that vehicles will be driven and the radial distance between the proposed valet pick-up/drop-off zone and the valet off-street parking area, including the number of valet attendants will be utilized during the peak time of operation.
- 3. Site Plan: One copy drawn to scale, no larger than 11' x 17' format. Site plan shall communicate the location and characteristics of the proposed Location of any proposed Valet Staging Service Stand as regulated in City of Detroit Code of Ordinances Section 39-5-11 including:
 - Dimensions of proposed Pick-up/Drop-Off Zone.
 - Location of any proposed Valet Staging Service Stand.
 - Width of sidewalk (distance from curb to building face) at and surrounding proposed Pick-Up/Drop-Off Zone and the location and dimensions of the required 6 foot minimum pedestrian clear zone.
 - Location of doorways, driveways, street trees and tree wells (dimensioned), utility poles, traffic signal poles, fire hydrants, newspaper vending boxes, parking meters, bus shelters, sidewalk benches, trash receptacles or any other semi-permanent sidewalk obstruction within 30 feet of the proposed Pick-Up/Drop-Off Zone.
 - Dimensioned widths (including number of striped lanes) and labeled names of adjacent street, as well as any intersecting streets within 30 feet of proposed Pick-Up/Drop-Off Zone.
- 4. Site photographs showing frontal and right and left side angle views of the entire sidewalk at the proposed on-street valet pick-up and drop-off zone.
- 5. Signed Indemnity and Release Forms: Provided by Department of Public Works.
- 6. Application Fee: **\$250 non-refundable for Annual Permit and \$100 non-refundable for Temporary Permit.** Payable to the "City of Detroit Treasurer" in the form of cashier's check, or money order. Invoice for payment will be provided by the Department of Public Works upon submission of application.

PART II – TO BE SUBMITTED PRIOR TO THE ISSUANCE OF VALET STAGING PERMIT

- 7. Proof of Surety: As required by Section 39-5-11. Original copies of certificates issued by insurance provider(s).
- 8. Business License: a copy of a Business License Center receipt issued by the City of Detroit - Buildings and Safety Engineering Department.
- 9. Signed Affidavit and Photographic Proof of the posting of public notification of application. (to be submitted upon permit approval)
- 10. Permit Fees: Payable to the "City of Detroit Treasurer" in the form of cashier's check, or money order. Invoice for payment will be provided by the Department of Public Works upon approval of application.

Return completed form along with all attachments to DPW-City Engineering: 900 Cadillac Square, Detroit MI 48226



CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS

Date of Initial Submittal:

VALET LOCATION STAGING
PERMIT APPLICATION

Date of Completed Submittal:

PAGE 1 of 2

Select permit type: ANNUAL PERMIT TEMPORARY PERMIT

This application for a permit must be completed by any person who desires to operate a valet staging service in the public right-of-way, or on private property which requires the use of the public right-of-way for maneuvering vehicles. A joint application may be made for one valet staging service to provide service to two or more premises located in close proximity to the proposed valet service pick-up/drop-off zone. This application is a:

- A Single Application for valet staging service for one (1) business
- A Joint Application for valet staging service to provide service to two (2) or more businesses

If this is a joint application, this application form must be completed and submitted by each applicant.

APPLICANT INFORMATION:

NAME: _____ COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

THE APPLICANT IS A PROPERTY OWNER LESSEE (Check one.)

PROPERTY OWNER INFORMATION: (To be completed only if the applicant is not the property owner)

A Notarized Affidavit by the Property Owner is required to be submitted with this application.

NAME: _____ COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

INDEPENDENT CONTRACTOR INFORMATION (PROVIDING VALET STAGING SERVICES): (To be completed only if the applicant is using an independent contractor for the provision of on-street valet staging service)

NAME: _____ COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

Submission Requirements: See the attached detailed checklist.

General Requirements: Refer to City of Detroit Code of Ordinances Section 39-5-11 for the full requirements. Each permit shall be valid until January 31 of each year except Temporary Permit. Annual Permit fees for periods greater than or less than one year will be prorated accordingly.

Fees (payable to "City of Detroit Treasurer" in the form of cashier's check, or money order):

<u>Due with submittal of this application:</u>	<u>ANNUAL</u>	<u>TEMPORARY</u>
1. Permit Application Fee (non-refundable)	\$250	\$100
<u>Due upon application approval and calculated by the Department of Public Works:</u>		
2. Fee per linear foot of curbside space designated for valet staging service drop-off and pick-up zones	\$25 per year	\$5 per day
3. Sign Installation Fee (minimum 2 signs required)	\$300 for 2 signs	Not Applicable
4. Metered Parking Lost Revenue Fee (if applicable) will be assessed by MPD	MPD will assess	

Return completed form along with all attachments to DPW-City Engineering: 900 Cadillac Square, Detroit MI 48226

(FOR DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY)

File Number: _____

This application for a Valet Staging Service Permit was **Approved** or **Denied** on _____

Approval by City Engineer, Department of Public Works



CITY OF DETROIT
DEPARTMENT OF PUBLIC WORKS

VALET LOCATION STAGING
PERMIT APPLICATION

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Select permit type: ANNUAL PERMIT TEMPORARY PERMIT

If this is a joint application, this application form must be completed and submitted by each applicant.

PROPOSED LOCATION OF THE VALET STAGING SERVICE PICK-UP/DROP-OFF ZONE:

ADDRESS: _____

NEAREST INTERSECTION:

_____ (North-South Street)
at _____ (East-West Street)

TOTAL LINEAR FOOTAGE REQUESTED FOR PICK-UP/DROP-OFF ZONE (MIN 50FT): _____

NAME OF BUSINESS ESTABLISHMENT(S) SERVED:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

PROPOSED HOURS AND DAYS OF OPERATION:

Days: _____ to _____
Time of Operation: _____ AM PM to _____ AM PM

PROPOSED LOCATION OF THE VALET PARKING SERVICE (OFF-STREET PARKING LOT):

ADDRESS: _____

NEAREST INTERSECTION:

_____ (North-South Street)
at _____ (East-West Street)

A Notarized Affidavit that the applicant has the legal right to park vehicles at the location identified must be attached.

I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO HEREBY AUTHORIZE CITY OF DETROIT STAFF TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY.

Date: _____ Signature of Applicant: _____

(FOR DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY)

File Number: _____

This application for a Valet Staging Service Permit was **Approved** or **Denied** on _____

Approval by City Engineer, Department of Public Works

INDEMNITY AND RELEASE FORM

City of Detroit

COUNTY OF WAYNE

For and in consideration of the granting of a permit by the City of Detroit to provide curbside valet drop-off and pick-up services as described in the attached permit for the time period listed, the undersigned does agree to indemnify and hold harmless the City of Detroit, its officers, agents and employees from any and all claims of injury or damages to persons or property arising out of the operation the curbside valet drop-off and pick-up services.

INDEMNITOR

Signature of Authorized Representative

Print Name

Title

Valet location (street address)

Business Receiving Valet Service

This _____ day of _____ 20____.

(NOTARY PUBLIC)