

**Business Services**

Office location - 7447 E. Indian School Road, Suite 110  
Scottsdale, Az. 85251

Telephone - (480) 312-2400  
Web - www.ScottsdaleAZ.gov/licenses



**VALET PARKING  
LICENSE APPLICATION**

License Number \_\_\_\_\_

Application Fee \$100.00

License Fee \$365.00

Temporary License \$25.00/day

Total Due \_\_\_\_\_

Valet Parking Ord. \_\_\_\_\_  
date & initial

General Provisions \_\_\_\_\_  
date & initial

**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.**

**INFORMATION ON THE VALET PARKING BUSINESS**

BUSINESS NAME (Individual, Company or "DBA") \_\_\_\_\_ Area Code \_\_\_\_\_ Business Telephone No. \_\_\_\_\_

STREET NO. (N,E,S,W) \_\_\_\_\_ STREET NAME \_\_\_\_\_ Type (ST,DR,AV.) \_\_\_\_\_ STE./APT. NUMBER \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email Address \_\_\_\_\_

Area Code \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_

PRINT NAME OF OWNER \_\_\_\_\_

PRINT NAME OF LOCAL MANAGER \_\_\_\_\_

**BUSINESS MAILING ADDRESS (If different than above)**

STREET NO. (N,E,S,W) \_\_\_\_\_ STREET NAME \_\_\_\_\_ Type (ST,DR,AV.) \_\_\_\_\_ STE./APT. NUMBER \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Area Code \_\_\_\_\_ Alternate 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 \_\_\_\_\_

DATE \_\_\_\_\_

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 \_\_\_\_\_

DATE \_\_\_\_\_

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**

REQUESTED START DATE OF OPERATION \_\_\_\_\_

DAYS AND TIMES OF OPERATION \_\_\_\_\_

MINIMUM NUMBER OF ATTENDANTS \_\_\_\_\_

ESTIMATED # OF CARS TO BE PARKED PER HOUR \_\_\_\_\_

NUMBER OF ON AND OFF SITE PARKING SPACES TO BE USED FOR VALET VEHICLES, INCLUDE LEASED SPACES AND SPACES OWNED BY THE BUSINESS BEING SERVED. \_\_\_\_\_

License # \_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION**

- \_\_\_\_\_ A current, complete and satisfactory Certificate of Insurance. (See attached requirements)
- \_\_\_\_\_ One drawing showing: 1) location and dimensions of the valet zone; 2) location of the valet podium, proposed cones and removable signs; 3) number of parking spaces being used for the valet zone; 4) the direction of north, and; 5) any other pertinent information, as determined by the director.
- \_\_\_\_\_ A second drawing or aerial photo identifying: 1) the locations where patron's vehicles and attendant's vehicles will be stored; 2) the number of spaces available at each location (match lease document); 3) the driving route, both directions (drop off and pick-up), between the valet zone and the parking locations, and the placement of directional signage if any.
- \_\_\_\_\_ 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 podium to indicate the service name, hours of operation and the cost of the service.
- \_\_\_\_\_ A drawing of any other sign proposed by the applicant, including its dimensions.
- \_\_\_\_\_ Copy of lease from each person from whom parking spaces will be leased, including the following information: Owners printed name, phone number and signature, date and term of the lease (term shall not be shorter than the valet parking license), number and location of parking spaces (including the address of the parking spaces), time periods the parking spaces are available, all other conditions under which the parking spaces may be used and certification that the person signing the lease has legal authority to bind the parking spaces owner.
- \_\_\_\_\_ A copy of the notice and list of all property owners and businesses to which notice was sent pursuant to Sec. 16-556. Include the addresses of the businesses to which notices were sent. (See attached sample) (Not required for short term licenses)
- \_\_\_\_\_ Samples of the customer receipts and tags that will be placed on the rear view mirror or set on the dashboard while being parked, showing conformance to ordinance requirements.

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

**VALET PARKING BUSINESS ACKNOWLEDGEMENT**

- \_\_\_\_\_ 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
- \_\_\_\_\_ Valet operator agrees to increase his or her staffing if requested to do so by City officials within 10 working days of request. \_\_\_\_\_ initials of applicant
- \_\_\_\_\_ The applicant will be responsible for maintaining 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
- \_\_\_\_\_ The applicant understands any applications received within 10 days of an one-time event pursuant to Sec. 16-567, there is no guarantee of license, approval and issuance by the date of the event. If the license is not issued Valet parking may not be offered. \_\_\_\_\_ initials of applicant.
- \_\_\_\_\_ By initialing I certify that the statement made herein are true and correct to the best of my knowledge, and that I have made a good faith effort to verify and correctly report the information provided for this application. I understand that inaccuracies in the information I am providing could be grounds for later revocation of any valet license issued pursuant to this application. \_\_\_\_\_ initials of applicant

**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

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE



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

---

- (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 director 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.
- (C) The insurance shall:
- (1) Name the City of Scottsdale, its departments, agents, officials and employees as additional insureds;
  - (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 as broad as the Insurance Service Office, Inc's policy form CG 00011093 or any replacement;
  - (5) Provide garage keeper'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 without providing the city at least ten (10) days prior written notice.
- (D) No person shall provide valet parking using a public area for a valet parking zone, for storing patrons' vehicles, or for traveling, without the insurance required by this section.

**Applicant's Business Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Certificate of Insurance attached:**      Yes \_\_\_\_\_      No \_\_\_\_\_

## Example Notification Letter

**Send to all business & property owners within a 100 foot radius of the valet zone.  
Provide a list of addresses the letter is sent to with the application package.**

February 19, 2019

XYZ Valet Company  
1234 E Main St  
Scottsdale AZ 85251

Fred Smith  
Mercantile and More  
6701 Valley Lane  
Scottsdale, AZ 85251

Dear Business Owner,

XYZ Valet Company is applying for a valet parking license. The valet parking zone is proposed to be located near your business at 6706 Valley Lane and is expected to occupy \_\_\_\_\_ feet (\_\_\_\_\_) of curb, as shown on the enclosed diagram. If you have any questions or comments or objections to this application, please direct them, in writing, within ten (10) days of your receipt of this notice to:

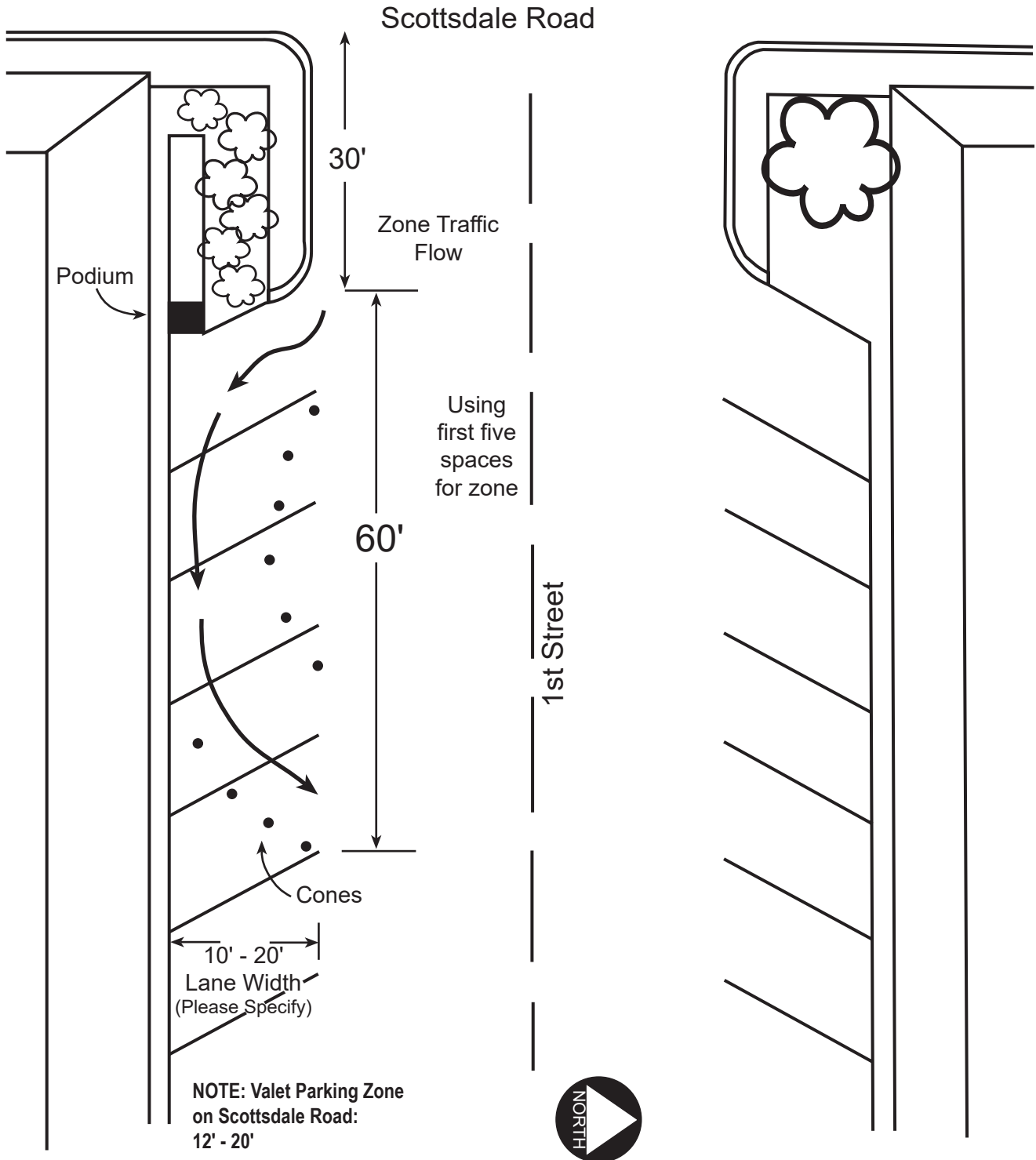
Parking Administrator  
One Civic Center Suite 205  
7447 E. Indian School Rd.  
Scottsdale, Arizona 85251

Example of a Valet Zone/Podium Plan  
Sec. 16-564

XYZ Valet Company

Location: Trappers  
3815 N. Scottsdale Road

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



# Example of a Valet Parking Area Map

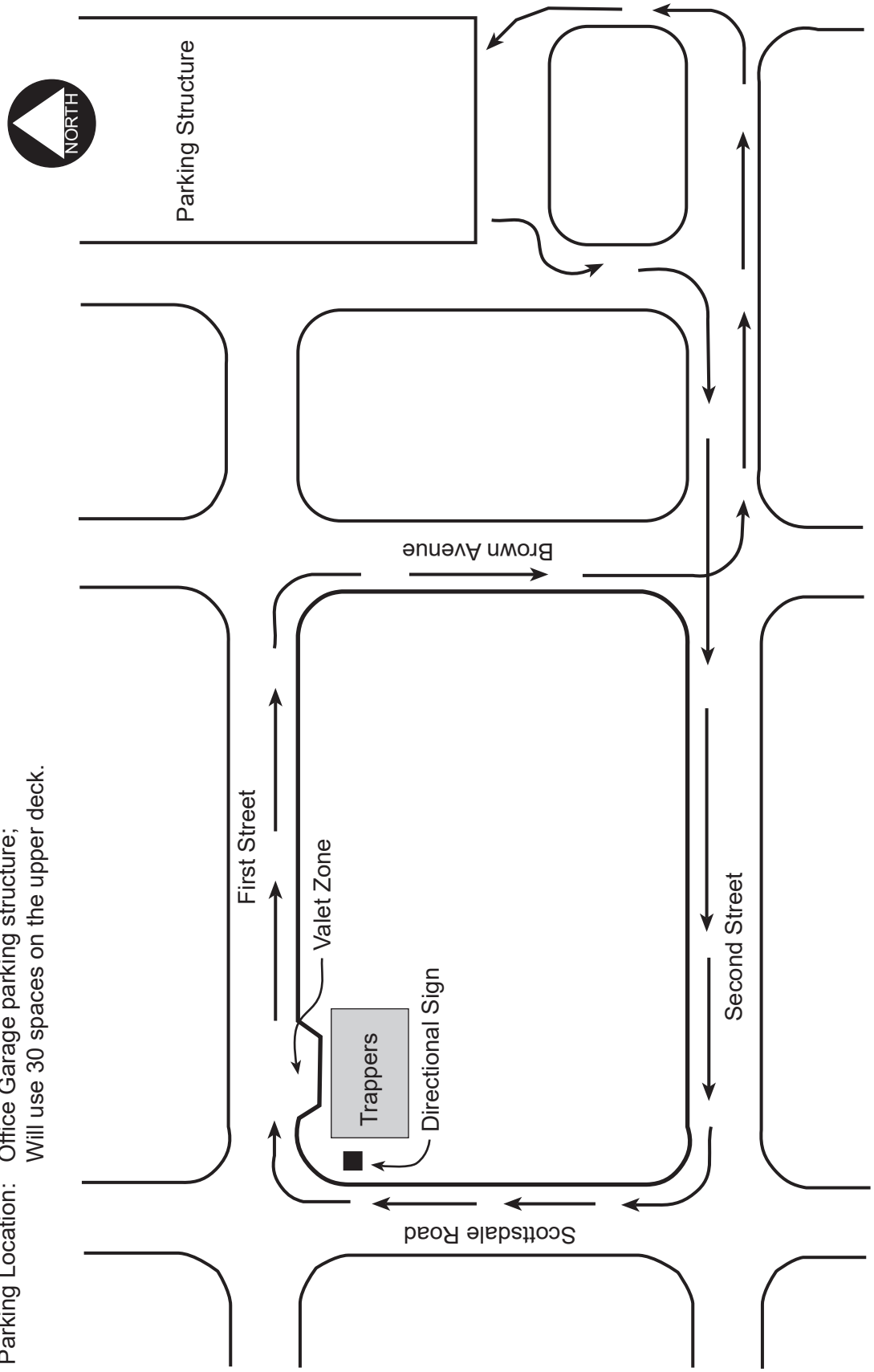
Sec. 16-554

(aerial photo may be used)

## XYZ Valet Company

Location: Trappers  
3815 N. Scottsdale Road

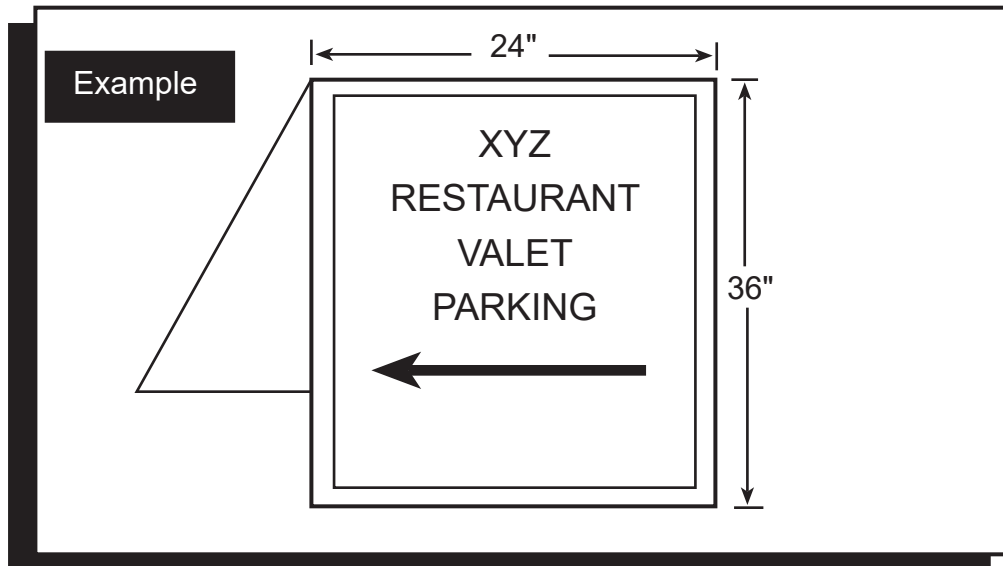
Parking Location: Office Garage parking structure;  
Will use 30 spaces on the upper deck.



# Directional 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 two hundred (200) feet of the valet parking zone and will not be permitted in the public right-of-way, unless permitted through the licensing process and shown on one of the two approved maps/diagrams. This location is subject to written approval of the owner(s) of the property where the sign is to be located.



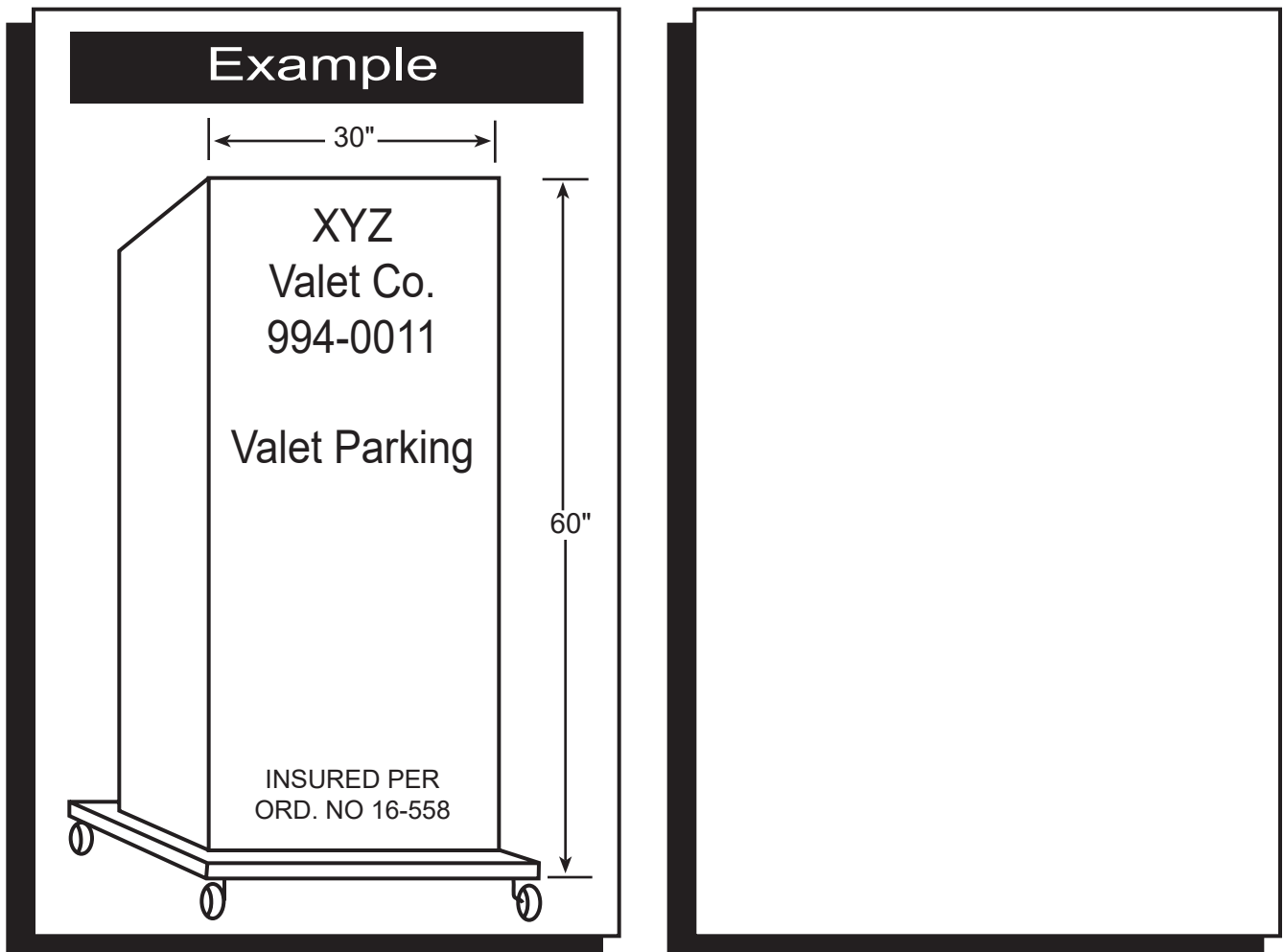
Please provide the drawing in the above space

# Valet Podium and Sign

Sec. 16-563 (a) 1, 3

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

- 1.) The valet parking podium 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 podium shall be located as approved on the diagram submitted by the applicant for the valet parking license.
- 3.) The valet parking podium shall bear a sign, not to exceed the height and width of the valet parking podium, 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