

City of Highland Park
Valet Parking Permit Application



1. INDEX INFORMATION: *(To be completed by City Staff)*

Application Number: _____

Date of Submission: _____

2. BACKGROUND INFORMATION: *(To be completed by Applicant)*

a. Resident or Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

b. Relationship of Applicant to Property:

c. Current Owner of Property: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Please list all proposed valet parking operators for your property:

1. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Owner/Operator: _____
Fax: _____
E-mail Address: _____

2. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Owner/Operator: _____
Fax: _____
E-mail Address: _____

Please submit, as an attachment to this application, a valet parking plan, a plat of survey, and proof of liability insurance, all as required pursuant to Chapter 78 of the City Code.

Please note that valet parking plans will not be reviewed until this application has been fully completed and all required plans and other materials have been satisfactorily submitted to the City Manager's Office for review. Incomplete submittals will not be accepted.

In consideration of the information contained in this application as well as all supporting documentation, it is requested that approval be given to this valet parking plan.

Applicant: _____
(Print or type name)

(Applicant's Signature)

Date: _____

Attest: _____

Current Owner of Property: _____
(Print or type name)

(Property Owner's Signature)

Date: _____

Attest: _____

Private Property Owner Statement

I, _____, am the owner of the property located at _____ ("**Property**"). I understand that _____ has submitted an application to the City of Highland Park to use the Property in conjunction with the provision of valet parking services ("**Application**"). In support of the Application, I hereby state as follows:

1. The parking spaces located on the Property and to be used in conjunction with the provision of valet parking services are not needed by me or my agents, invitees, licensees, tenants, or other authorized guests during the time in which valet parking services will be provided.

2. _____ is authorized to use _____ spaces on the Property for valet parking services. These parking spaces are located at _____.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 201_.

Property Owner

Applicant's Statement

I, _____, the _____ of _____, having been properly authorized to execute and submit this application on behalf of _____, hereby acknowledge and agree as follows:

1. _____ will comply with all of the provisions of Chapter 78 of "The Highland Park Code of 1968," as amended ("**City Code**"), including, without limitation, Section 78.045 of the City Code, regarding indemnification of the City of Highland Park. _____ shall, and does hereby agree to, indemnify the City of Highland Park and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys in accordance with, and to the extent required by, Section 78.045 of the City Code.

2. All valet parking services provided pursuant to the valet parking permit that is the subject of this application will comply with the valet parking plan submitted with this application.

3. _____ will pay all fees required by Chapter 78 of the City Code.

4. _____ may be held liable for any violation of this Chapter committed by a valet parking operator or its attendants in the course of providing valet parking services pursuant to any valet parking permit issued to _____, pursuant to Section 78.999 of the City Code.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 201_.

Applicant

Valet Parking Operator Statement

I, _____, the _____ of _____, having been properly authorized to execute this statement on behalf of _____, hereby acknowledge and agree as follows:

1. All valet parking services provided by _____ to _____ will comply with the valet parking plan submitted with this application.

2. _____ will comply with all of the provisions of Chapter 78 of "The Highland Park Code of 1968," as amended ("**City Code**"), including, without limitation, Section 78.045 of the City Code, regarding indemnification of the City of Highland Park. _____ shall, and does hereby agree to, indemnify the City of Highland Park and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys in accordance with, and to the extent required by, Section 78.045 of the City Code.

3. All valet parking attendants and employees of _____ that have been or will be hired to provide valet parking services in the City of Highland Park are of good moral character and have not been convicted of any felonies by a court of competent jurisdiction.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 201_.

Valet Parking Operator

VALET PARKING PERMIT SUBMITTAL REQUIREMENTS:

All applicants who are applying for a Business District Valet Parking Permit must submit the following items with this application. Applicants who are applying for a Residential Valet Parking Permit are required only to submit those items with an asterisk (*). Please note that if you anticipate providing valet parking services on a regular recurring basis as well as for occasional large-scale special events such as a wedding, banquet, or bar mitzvah, you are required to submit separate detailed parking plans for both (regular valet service and special event valet service).

1. \$250 fee for Business District Valet Parking Permit (\$100 for renewals) / \$25 fee for Residential Valet Parking Permit* (make checks payable to: City of Highland Park)
2. One plat of survey or legal description of applicant's property
3. Photo(s) of all signs, key stands, or kiosks
4. Photo(s) of all traffic control devices or cones
5. Photo(s) of all signage to be used in operation of valet service
6. Copies of all dashboard tickets and customer receipts*
7. Copy of proof of appropriate liability insurance - \$1,000,000 minimum*
8. Diagram depicting valet parking traffic flow plan*
9. Diagram depicting locations of staging areas and any proposed parking areas*
10. The number of parking spaces being requested for use by valet parking operations*
11. Data or study showing that the number of spaces requested for use have availability during the time that valet parking operations are proposed
12. Completed indemnification waiver*
13. The number of valets that are to be used during operating hours
14. Complete list of driver's license numbers of all attendants to be used by valet service*
15. Copies of any agreements with off-site businesses or other documentation indicating authorization to use off-site property for valet operations and data or a parking study showing such spaces are available
16. Data or parking study indicating that privately owned parking spaces are available when the valet operations will occur and do not conflict with requirements for parking outlined in Chapter 150 of the Highland Park Zoning Code