



**CITY OF SOUTHLAKE  
VALET PARKING PERMIT APPLICATION**

**APPLICANT (LESSEE)**

**OWNER (IF DIFFERENT)**

<i>NAME:</i>	_____	_____
<i>ADDRESS:</i>	_____	_____
<i>CITY, STATE:</i>	_____	_____
<i>TELEPHONE:</i>	_____	_____
<i>FAX:</i>	_____	_____
<i>CONTACT:</i>	_____	_____
<i>EMAIL:</i>	_____	_____

**INDEPENDENT CONTRACTOR (IF ANY)**

*NAME:* \_\_\_\_\_

*ADDRESS:* \_\_\_\_\_

*CITY, STATE:* \_\_\_\_\_

*TELEPHONE:* \_\_\_\_\_

*FAX:* \_\_\_\_\_

*CONTACT:* \_\_\_\_\_

*EMAIL:* \_\_\_\_\_

**REQUEST FOR VALET PARKING PERMIT IS AS FOLLOWS:** Use of a public street for the purpose of providing valet parking services pursuant to Southlake City Code, Chapter 5, Article VIII, as amended by Ordinance No. 904, which provides that a business that desires to operate a valet parking service on a public street or right-of-way within the City limits, or on private property, which would require the use of a public street or right-of-way, shall apply in writing to the director for a valet parking permit and pay the applicable fee prescribed in Section 5-260 for the permit. One application per site must be made to the director. The application must be made by the owner or lessee of the premises benefiting from the proposed valet parking service or the valet parking service and must contain the following information:

- EXHIBIT A:** Applicant’s Site plan, Stand, Umbrella, Signage locations
- EXHIBIT B:** Applicant’s Site plan, Surrounding Area – Normal Operations
- EXHIBIT C:** Applicant’s Site plan, Surrounding Area – Emergency Operations
- EXHIBIT D:** Applicant’s Proof of Insurance
- EXHIBIT D-1:** \_\_\_\_\_ Valet Service, Inc., Certification of Insurance  
Certificate Holder: City of Southlake
- EXHIBIT D-2:** \_\_\_\_\_ Valet Service, Inc. Certification of Insurance  
Certificate Holder: \_\_\_\_\_ (If applicant is different from owner).
- EXHIBIT D-3:** Applicant’s Certificate of Insurance  
Certificate Holder: \_\_\_\_\_ (If applicant is different from owner).
- EXHIBIT E:** \_\_\_\_\_ Valet Service, Inc. Plan for Valet Stand, Umbrella and Signage Information
- EXHIBIT E-1:** Pictures of Valet Stand
- EXHIBIT E-2:** Pictures of Umbrella
- EXHIBIT E-3:** Pictures of Directional Signage

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**SUBMITTAL CHECK LIST**

1. \_\_\_ The appropriate application fee (checks payable to **The City of Southlake**).

Annual Fee ..... \$500.00

Number of spaces requested: \_\_\_\_..(\$50.00 each)..... \$ \_\_\_\_

**TOTAL DUE:** ..... \$ \_\_\_\_

**CITY USE ONLY: Received on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ . Signed: \_\_\_\_\_**

2. \_\_\_ The proposed location of the valet parking service and any valet parking service stands.

ADDRESS: \_\_\_\_\_  
Southlake, Texas 76092

LOCATION OF STAND: \_\_\_\_\_

3. \_\_\_ The number of spaces requested to be reserved for the valet parking service, each space being 25 feet long, of parallel to the curb, or 9 feet wide, if head in to the curb; a minimum of 2 spaces must be reserved unless the director determines that because of special traffic conditions, a greater number of spaces is needed to efficiently operate the valet parking service.

NUMBER OF SPACES REQUESTED: \_\_\_\_\_

4. \_\_\_ The proposed hours and days of operation of the valet parking service.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
From:	To:	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:

5. \_\_\_ The location of off street parking, if off street parking is to be used, and signed agreement or other documentation showing the application has a legal right to park vehicles at such off street location.

LOCATION/DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_ Proof of insurance as required by Section 5-266.  
(See EXHIBIT D - Proof of Insurance, attached)

7. \_\_\_ Copies of written notification to all property owners of their representative, located within 100 feet of, on the same side of the street as, and within the same block as the valet parking location. The applicant is not required to notify property owners that are on the opposite side of the street or across the same block as the valet parking service location, even if such property owners are within 100 feet of such location.

8. \_\_\_\_ A site map showing location of valet parking, placement of valet stand, and off site parking. This map shall also include the placement of any traffic cones to be used.

(See EXHIBITS A, B and C attached)

9. \_\_\_\_ Written agreement, executed by the licensee and any independent contractor used by the licensee, to indemnify and hold harmless the City and its employees and representative against all claims for injury or damage to persons or property arising out of the operation of the valet parking service by licensee.

(See attached "Indemnity and Hold Harmless Agreement")

The above information is true and accurate to the best of my knowledge.

SIGNATURE OF PERSON FILING APPLICATION (must be owner of the establishment)

\_\_\_\_\_  
**APPLICANT SIGNATURE** Date: \_\_\_\_\_

Acknowledged by Property Owner:

**By: PROPERTY OWNER**

\_\_\_\_\_  
A Texas \_\_\_\_\_ Company  
Its general partner:

**By: PROPERTY OWNER'S REPRESENTATIVE**  
\_\_\_\_\_  
\_\_\_\_\_  
(PLEASE PRINT)  
(TITLE)

**By: \_\_\_\_\_**  
**PROPERTY OWNER'S SIGNATURE, DATE**

<i>For City Staff Review:</i>	<i>Comments:</i> _____ _____ _____
<i>Public Works Reviewed By:</i> _____	
<i>Approved:</i> _____	<i>Denied:</i> _____
<i>Date:</i> _____	<i>Expires:</i> _____
<i>DPS Approval:</i> _____	<i>Date:</i> _____

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

As a condition of this valet parking service license, \_\_\_\_\_, and its independent contractor, \_\_\_\_\_, agrees to indemnify, defend and hold harmless the City of Southlake and all of its officers and employees against any and all suits, causes of action, or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be occasioned by, the operation of a valet parking service on public right-of-way or any act, omission, or misconduct of the licensee or his agents, representatives, contractors, or employees. The licensee agrees to discharge any and all judgments that may be rendered against the City of Southlake or its officers and employees in connection with any suit, cause of action. Or claim after the judgment becomes final and unappeasable.

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Independent Contractor

Date: \_\_\_\_\_