



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

Public Works Permit Operations
 2000 W. 3rd Avenue, Room 107
 Denver, Colorado 80223-1027
 Telephone 303-446-3759
www.denvergov.org/PWPermits
pwpermits@denvergov.org

Valet Parking Services Entrance Requirements

Authority:	Denver Revised Municipal Code 55-420 (valet ordinance). Also, refer to entrance requirements for meter bagging permits, street occupancy permits and sidewalk sign permits which are posted on the Permit Operations website.
Purpose of Ordinance:	The ordinance (number 29-2010) approved January 11, 2010 allows for valet services to operate in the city and requires appropriate licenses and permits for operators and valet locations.
Purpose of Document:	To provide applicants interested in becoming a valet operator the information needed to do so; to provide businesses interested in utilizing a licensed valet operator to do so at their place of business by identifying a specific location; or allows the business to become an operator to operate at that location.
Document Date:	February 1, 2010
Permit Types:	There are several Public Works permit types involved in valet operations: <ul style="list-style-type: none"> • Revocable Street Occupancy Permit • Meter Bagging Permit • Sidewalk Sign Permit
License Types:	A valet operator license and a valet location license issued by Excise & License (these licenses are issued annually). The location license requires a permit from Public Works which is issued annually as a street occupancy permit.
Customer Interface:	Valet Operators License: Applicants must apply for and obtain a valet operator license from Excise & License located on the 2 nd floor at 201 W. Colfax Ave. Valet Location License: Applicants will drop off an application for a location license (issued by Public Works) at the counter of Excise & License located on the 2 nd floor at 201 W. Colfax Ave. Excise and License will coordinate with Public Works for the location license.
Permit Conditions:	All conditions for valet operations on the public right of way will be included on the street occupancy permit. Except for hotels, no more than one valet location permit will be permitted per face block unless the City Traffic Engineer finds a demonstrated need for any locations beyond the one per face block. Note that all street occupancy and meter bagging permits are revocable.
Permit Fees:	<ul style="list-style-type: none"> • Excise & License: for a valet operators license there is a \$100.00 application fee and an \$875.00 license fee. Fee for reinstatement after a revocation of one year is \$2,000.00. • Excise & License: for a valet location license there is a \$25.00 application fee and a \$200.00 license fee. Fee reinstatement after a revocation of one year is \$2,000.00. • Public Works Valet Location License: For operations between 5:00 pm and 6:00 am there is a \$0.00 fee for the street occupancy permit and jointly issued meter bagging permit for up to two metered spaces or 40 feet of right of way. Additional meters are available if approved under by the Traffic Engineer as a part of an approved valet parking plan; and the fee is equal to 1/3 of the actual maximum revenue lost from the use of each additional meter based on the meter charges for the area. This will be determined by evaluating data from the past year. For operations between 6:00 am and 5:00 pm the annual fee will be equal to 1/3 of the actual maximum revenue lost from the use of each meter, up to two, based on the meter charges for the area. Any additional meters (over two) shall pay an annual fee equal to the actual maximum revenue lost from the use of each additional meter, based on the meter charges for the area. • Temporary Signs on the Sidewalk: The fee associated with this permit is \$50.00.

Approval Process:	<p>Generally, Excise & License is the “front door” for the permitting process. Therefore, a licensed valet operator will submit an application for a location license and associated permits (issued under the authority of Public Works) with Excise & License. Excise & License will forward the application to Public Works/City Traffic Engineering for review. The City Traffic Engineer is the point of contact within Public Works, and they will contact Permit Operations in order to prepare the necessary permits and assess any fees.</p> <p>The step-by-step process is as follows:</p> <ol style="list-style-type: none"> 1) The licensed valet operator will submit a written valet parking plan and other general information to Excise & License. 2) Excise & License will forward the application packet to the City Traffic Engineer. 3) The City Traffic Engineer will review the submittals. These reviews will conclude within two calendar weeks. 4) The City Traffic Engineer will determine all permit conditions, and will forward information to Permit Operations so that a street occupancy permit and related meter bagging permit is issued. 5) Permit operations will notify the City Traffic Engineer when the permit is ready (within two days). 6) The City Traffic Engineer will notify the customer that the permit is ready for pick up, and if there is an additional fee for meters or a sidewalk sign, the amount of any payment. 7) The City Traffic Engineer will forward the permits to Excise & License for the customer to pick up.
Enforcement:	<p>Excise & License has delegated its authority for field enforcement to Right of Way Enforcement/Public Works. Using correction orders and administrative citations, Enforcement Agents will enforce operating requirements noted in the ordinance and will communicate all enforcement activities to Excise & License. Three or more violations in a one year period will trigger revocation actions by Excise and License. Right of Way Enforcement will also enforce parking code violations through the existing citation process.</p>
Document Location:	Public Works Permit Operations



One-Time Event Valet Permit Application
City and County of Denver – Department of Public Works – Permit Operations
2000 W. 3rd Avenue, Room 107 Denver, Colorado 80223-1027

(ALL ANSWERS MUST BE PRINTED OR TYPEWRITTEN)

Please complete this application as it pertains to the address of this valet parking service/location.
Submit the application with all supporting documentation and payment to the Agency and
address listed above **OR** emailed scanned documents to pwpermits@denvergov.org

NOTE: Minimum Review Time Needed for Permits is 7 Business Days

Valet Operator Information

Valet Operator Name: _____ Operator License #: _____ Contact Person: _____
Email Address: _____ Business Phone: _____ Contact Phone: _____
Valet Operator Business Address: _____

Valet Location Information

Client Name _____ **Event Name** _____
Event Address _____ **Dates / Times** _____

Description of Pick-up / Drop-off Location On a Public Street/Sidewalk **OR** On Private Property

Due to the size of the event, a parking/ traffic lane closure and/or Denver Police Department traffic control/direction may be required for valet staging. Are you requesting a lane closure or traffic direction? **YES** (see Page 2) **NO**

METERS(s) List Meter Numbers _____
METER FEES (per meter) \$25/day (Premium Zones) \$15/day (All Other Zones)

NON-METERED Total Curb Length (in linear feet) _____

Loading area description (i.e. N.E. corner of Main St. on 15th) _____

Location where vehicles will be parked (Garage/Parking Lot Address) _____

Expected Number of Vehicles _____

Number of Valet attendants on staff _____

Additional Comments _____

Operational Plan and Supporting Documents (reference the “Submittal Checklist” on page 2 for further detail regarding the supporting documents) Submit ALL of the following:

- Waiver Letter Current Valet Operator License Map Proof of Insurance Traffic Control Plan (if applicable)

I declare under penalty of Oath of applicant perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility, the responsibility of my agents and employees to comply with the provision of the Denver Revised Municipal Code and all Rules and Regulations. This permit does not constitute exclusive use of the right-of-way. This permit can be revoked in the event of a special event, emergency or street construction as necessary.

Valet Operator Authorized Signature: _____ Title: _____

Print Name: _____ Date: ____/____/____

SECTION TO BE COMPLETED BY THE OFFICE OF THE CITY TRAFFIC ENGINEER

Action recommended by the City Traffic Engineer regarding valet parking plan:

- Approved as Submitted Approved by (print name) _____
 Rejected (must be resubmitted for the following reasons) _____ Signature _____
 Approved with the following conditions _____ Date _____/_____/_____

SECTION TO BE COMPLETED BY THE DIRECTOR OF EXCISE & LICENSE OR DESIGNEE

- Approved to waive annual valet location license fee for a one-time event Signature _____



One-Time Event Valet Permit Application

(ALL ANSWERS MUST BE PRINTED OR TYPEWRITTEN)

Please complete this application as it pertains to the address of this valet parking service/location.
Submit the application with all supporting documentation and payment to the Agency and address listed above.

Submittal Checklist: *Article XV section 55-420*

Applicant Must Provide

- Completed One-Time Event Valet application**
- Copy of a current valid Operator License**
- Letter asking for a waiver of the annual valet location license fee because request is for a one-time event**
(letter should be on valet operator letterhead, written to Director of Excise & Licenses)

Map of area surrounding client business identifying the following:

- Client(s) location
 - The requested passenger loading zone area
 - Any street furniture (i.e. signs and podium)
 - The location of the parking lot(s) or garage(s) where the valet vehicles will be stored
- Proof of insurance (see attached sample). Temporary Certificates are not accepted.**
The applicant provides a copy of an insurance policy specifically naming the **applicant** as the insured on the policy, along with the **valet client** business and address as well as **the City** as additional insured parties, providing liability coverage for property damage in an amount not less than two hundred fifty thousand dollars (\$250,000.00) and personal injury coverage in an amount not less than one million dollars (\$1,000,000.00) covering injuries and damages caused by the valet client business, valet operator, or any of his or her valet attendants in the course of conducting valet services for the valet client business, with a term of at least the twelve (12) month term of the license. Updated insurance certificates must be mailed to the City on the address listed in the attached sample certificate.

Additional Notes / Provisions:

- Copies of the Valet Operator license, Street Public Occupancy permit and Meter permit (if applicable) must be held on-site at the valet location.
 - The Street Public occupancy permit includes one (1) valet sign and one (1) podium. Additional permits must be obtained for additional signs or podiums.
- Traffic Control Plan** (required for events needing a parking/travel lane closure and/or police traffic control for valet staging)
If a traffic control plan is deemed necessary by Public Works (typically for large events), further information and documents may be required by applicant. Public Works will contact the applicant if further information is needed to complete one-time request.

The applicant provides a copy of an insurance policy specifically naming the **applicant**, the **valet client** business, and **the city** as insured parties, providing liability coverage for property damage in an amount not less than two hundred fifty thousand dollars (\$250,000.00) and personal injury coverage in an amount not less than one million dollars (\$1,000,000.00) covering injuries and damages caused by the valet client business, valet operator, or any of his or her valet attendants in the course of conducting valet services for the valet client business, with a term of at least the twelve (12) month term of the license;

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN.	
	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THIS CERTIFICATE SUPERSEDES AND REPLACES ANY PREVIOUSLY ISSUED CERTIFICATE. THIS IS TO CERTIFY THAT POLICIES OF INSURANCE DESCRIBED HEREIN HAVE BEEN ISSUED TO THE INSURED NAMED HEREIN FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT <input type="checkbox"/> _____ <input type="checkbox"/> _____				GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$ NOT LESS THAN
					PERSONAL & ADV INJURY	\$1,000,000
					EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one Fire)	\$
					MED EXP (Any one person)	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$250,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY:	\$
					EACH ACCIDENT	\$
					AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE <input type="checkbox"/> INCL OFFICERS ARE: <input type="checkbox"/> EXCL				WC STATUTORY LIMITS	OTHER
					EA EACH ACCIDENT	\$
					EA DISEASE-POLICY UNIT	\$
					EA DISEASE-EACH EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED: Valet Client(s) (Business Name & Location)
The City and County of Denver, its officers, officials, and employees

CERTIFICATE HOLDER City and County of Denver - Public Works 201 West Colfax Ave., Dept. 507 Denver, CO 80202	CANCELLATION SHOULD ANY OF THE POLICIES DESCRIBED HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE INSURER AFFORDING COVERAGE WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AGENTS SIGNATURE