

APPLICATION FOR VALET PARKING ZONE
Municipal Code 86.03.1, Division 22 Titled “Valet Parking”

Passenger Loading Zones

Notwithstanding Section 86.01, and except as provided in Section 86.2201, no person shall stop, stand or park any vehicle in any “Passenger Loading Zone” for a period of time longer than is necessary for the loading or unloading of passengers and baggage; provided that such loading or unloading shall not consume more than three (3) minutes, except in front of hotels where such loading or unloading shall not consume more than ten (10) minutes.

Purpose

The purpose of this division is to set forth the criteria to be used by the City of San Diego for the installation, removal, and regulation of selected areas for valet parking, in the public right-of-way. This division is enacted in response to the need to supplement on-street parking. The intent is to provide the public with another parking option in parking impacted areas. Valet parking areas can create parking relief of on-street parking. For the reasons set forth in this division, a system of valet parking permits is enacted for the City of San Diego.

Fees for Valet Parking Zones

Current fee for establishment of a Valet Permit and Passenger Loading Zone is **\$600**. Annual renewal fees will be **\$317**.

Valet hours of operation are 6 pm – 2 am daily, including holidays. Hours could be changed by investigator if deemed to be warranted.

Valet Parking Zone

Permission to utilize a white passenger loading zone for valet parking shall require a valet parking authorization permit from the City Traffic Engineer.

Permit Revocation

- (a) The permittee is responsible for the proper operation of the valet parking zone. Any violation of the conditions enumerated in this division shall be sufficient cause for revocation of the valet parking permit by the City Manager.
- (b) A valet parking permit may be temporarily suspended without a hearing if the City Manager determines that the continued operation is a hazard to public safety or is in violation of this division. The suspension will be effective for 60 days or until a hearing, whichever is less. Once a hearing has convened, the suspension will continue through its conclusion.
- (c) The City Manager shall revoke a valet parking permit if, after a hearing on the matter, the hearing officer finds that grounds exist which would have constituted just cause for refusal to issue the permit, or that the permittee has failed to comply with any requirements imposed by this division or conditions of the permit. Written notice of the revocation hearing, setting forth the time and place of hearing and a brief statement of the reason(s) for the proposed revocation, shall be served on or mailed to the permittee at the business address listed in the permit application no less than 10 days prior to the hearing.

Designation of Valet Parking Zones

- (a) The City investigator shall consider the following in evaluating approval of valet parking zones:
 - (1) safety and convenience for the people of the City of San Diego;
 - (2) actual number of passengers to be served by the zone;
 - (3) proximity of existing valet parking zones;
 - (4) existing demands for curb use such as the number and location of existing transit and taxi loading zones, and existing commercial loading zones in the general area of the requested zone;
 - (5) overall determination of available on street parking for the area;and
 - (6) designation of the valet parking zone will cause no significant impact on the environment.
- (b) Valet parking zones may also be used for on-street public parking, or for loading and unloading of persons or property.

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Application for Permits

- (a) The City Manager is authorized to issue, upon written application a valet parking permit. Applications for valet parking shall be made upon application forms provided by the City Manager and shall be accompanied by a filing fee. The fee for each permit application shall be paid at the time of application.

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- (b) The application shall include: (1) the business name and address of the corporation, partnership or other business entity seeking the permit; (2) the identifying number of the applicant's San Diego business license; and (3) any other information consistent with this division, which the City Manager deems necessary for persons applying for valet parking permits.

Permit Requirements

- (a) The valet parking permit shall authorize the permittee to provide valet parking in a designated valet parking zone.
- (b) The permittee shall operate the valet parking zone in such a manner as to provide ample opportunities for its use by motorists who do not wish to utilize the valet parking service.
- (c) The valet parking operator shall be the business owner, under contract to or employed by the business or businesses to be served.
- (d) The permittee shall agree to provide and maintain portable pedestal signs as required. The pedestal signs shall be 24 inches wide and not more than four feet high. The message on the pedestal sign shall only read "Passenger Loading-Valet Parking Optional" and shall have three-inch black letters on a white background. The sign pedestal must be located within 24 inches of the face of the curb and be placed in such a manner as not to create an impediment to pedestrians.
- (e) The permittee shall not allow the valet parking zone or any other public right-of-way to be used for the storing of valet parked cars.
- (f) The applicant shall provide a map of the immediate area showing the location of the valet service and the off-street parking lot(s) to be used for the storage of vehicles. Any changes in this provision shall require the approval of the City Manager.
- (g) The applicant shall provide a copy of the agreement between the valet operator and the off-street parking lot operator for the storage of vehicles.
- (h) The applicant shall agree to indemnify the City of San Diego with an indemnification agreement satisfactory to the City Manager and City Attorney.
- (i) The applicant shall maintain a policy of liability insurance in an amount satisfactory to the City Manager in order to protect the City of San Diego from any claims which may arise from the valet parking operation.
- (j) Nothing in this division is intended to authorize, or authorizes, the parking of motor vehicles by the applicant or valet parking operators in a manner contrary to applicable state laws or local parking and traffic regulations.
- (k) The permittee shall have the required valet parking permit required in its possession at the place where it is conducting any valet parking activity under permit(s), and shall exhibit the permits(s) in a place that is conspicuous to the public. The permits must be available for inspection on demand of any peace officer, enforcement official, or City Manager.

Penalty Provisions

- (a) It is unlawful and a violation of this division for any person to operate, engage in, conduct, manage, or cause to be operated on any public street or right-of-way and valet parking without a valid valet parking permit issued by the City Manager.
- (b) It is unlawful and a violation of this division for a person to falsely represent himself as eligible for a valet parking permit or to furnish false information in an application for a valet parking permit.
- (c) It is unlawful and a violation of this division for a person holding a valet parking permit to permit the use or display of the permit for any purpose other than that for which the permit is issued.

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Penalty Provision (Cont'd)

- (d) It is unlawful and a violation of this division for a person to copy, product or otherwise bring into existence a facsimile or counterfeit valet parking permit without written authorization from the City Manager. It shall further be unlawful and violations of this division for a person to transfer the beneficial ownership of or a continuous right to use a valet parking permit.
- (e) Any violations of the provisions of this division shall be punishable in accordance with this Code.

*** Indicates items required to be provided to the City.**

A. The following businesses qualify for valet parking zones.

- (1) Those businesses who qualify for passenger loading zones.
- (2) A restaurant or retail store with no adjacent off-street parking, providing that 80% of the on-street parking spaces within 300 feet of the restaurant are occupied during peak restaurant business hours.*

B. Issuance of a valet parking zone permit will require that:

- (1) The applicant operates the passenger loading zone in such a manner as to provide ample opportunities for its use by motorists who do not wish to utilize that valet parking service.*
- (2) The valet parking operator be the business owner, under contract to or employed by the business or businesses to be served.*
- (3) The applicant agrees to provide and maintain portable pedestal signs as required. The pedestal signs shall be 24 inches wide and not more than four feet high. The lead message on the pedestal sign shall read "Passenger Loading-Valet Parking Optional" and shall have three-inch black letters on a white background. The sign pedestal must be located within 24 inches of the face of the curb and be placed in such a manner as not to create an impediment to pedestrians.*
- (4) The passenger zone shall not be used for the storing of valet-parked cars.*
- (5) The applicant shall provide a map of the immediate area showing the location of the valet service and the off-street parking lot(s) to be used for the storage of vehicles. Any changes in this provision shall require the approval of the City Traffic Engineer.*
- (6) The applicant shall provide a copy of the agreement(s) between the valet operator and the off-street parking lot operator(s) for the storage of vehicles. The off-street parking agreement must be in effect for the Valet Parking Authorization Permit to be valid. Copies of renewal agreements shall be provided to the City Transportation Engineer's office.
- (7) The applicant shall provide to the City an original certificate of insurance in the amount of \$1,000,000 that shows general liability insurance coverage listing the City as additional insured. Proof of current insurance policy must be provided to the City Transportation Engineer's office.
- (8) Insurance carriers must inform the City Transportation Engineer's office immediately once the insurance policy is cancelled or terminated.
- (9) The applicant shall provide a copy of a valid business license in the City of San Diego.

C. Factors to be considered in evaluating approval of valet parking/passenger loading zones are:

- (1) Actual number of passengers to be served by the zone.
- (2) Proximity of existing passenger loading zones.
- (3) Existing demands for curb use such as the number and location of existing transit and taxi loading zones, and existing commercial loading zones in the general area of the requested zone.

Duration of Permit

Each valet parking permit issued by the City Manager shall be valid for not more than one year from date of issuance. Each application renewal of a valet parking permit will be in accordance with section 86.2204 and is subject to an annual valet parking zone inspection fee of **\$317.00**.

The proper operation of the valet parking zone shall be the responsibility of the applicant. Any violation of the conditions enumerated in this policy shall be sufficient cause for revocation of the valet parking authorization permit by the City Manager.

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Upon receipt of a passenger loading zone or valet parking authorization permit application by the City Traffic Engineer's office, an investigator will be assigned to process the application and field check the site. Refer to page 1 for valet parking zone rules and regulations.

RETURN TO: Valet Parking Coordinator, Traffic Engineering Division
8575 Gibbs Drive Suite 202 San Diego, CA 92123

☐ **New Application Fee \$600.00** ☐ **Renewal Application Fee \$317.00**

An invoice will be mailed to you within 10 business days. The process to implement the proposed project will begin after the invoice is paid.

1. Name of valet service listed on business tax license:

2. Permit issued to (Name and Billing Address):

3. Zone to be located at (number, street, Zip Code):

In Front _____, At Side _____, In Rear _____ of building.

4. Business(es) to be served by this zone (restaurant, theater, retail, other):

a. Business name: _____

Address: _____

Type of business: _____

b. Business name: _____

Address: _____

Type of business: _____

c. Business name: _____

Address: _____

Type of business: _____

d. Business name: _____

Address: _____

Type of business: _____

5. Will zone serve only the above location(s)? YES NO
(If no, provide information on back of this form.)

6. Does (do) business(es) to be served have adjacent off-street parking lots? YES NO

If yes, which business?

a. _____ b. _____ c. _____ d. _____ e. _____ f. _____

7. Valet parking hours: _____ am to _____ pm.

Valet parking days: Mon Tue Wed Thur Fri Sat Sun

8. Approximately how many times will this service be utilized per day?

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9. Provide the name, address and number of off-street parking locations to be utilized (attach agreement(s) with lot operators):

a. Business name: _____

Address: _____

Type of business: _____

b. Business name: _____

Address: _____

Type of business: _____

c. Business name: _____

Address: _____

Type of business: _____

d. Business name: _____

Address: _____

Type of business: _____

10. Provide a scale drawing of valet sign and location in relationship to valet zone.

11. Provide certificate of liability insurance in the amount of \$1,000,000 (attach original policy).

a. By initializing this section, the applicant agrees to inform the city Transportation Engineer's office immediately once insurance policy is cancelled or terminated.

Initial(s): _____ Date: _____

12. Person our investigator may contact:

Tel: () _____

I have read the rules and regulations on page 1.

(Signature of applicant)

(Official title)

Tel: () _____ Date: _____

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