

Application Checklist for On-Street Valet Program
Division of Mobility and Parking Services

SUBMITTAL CHECKLIST

1. **Online application for on-street valet zone:** Applicant will complete online application.
2. **Letter of Authorization** from business receiving valet services. For temporary valet permits, this should include the date and time when service will be provided.
3. **Site Plan:** One copy of a scaled drawing, no larger than 8 1/2 "x 14" format. The site plan shall show the characteristics of the valet zone pick-up/drop-off zone including:
 - Dimensions of the valet zone;
 - The location of the proposed valet parking service stand and temporary sidewalk signs;
 - Width of the sidewalk (distance from back of curb to building face) at and surrounding the proposed valet zone, please note, a minimum of 48 inches must be maintained at all times for pedestrian access;
 - The location of doorways, driveways, street trees and tree wells, utility poles, traffic signal poles, fire hydrants, newspaper vending boxes, trash receptacles, and any other permanent obstructions within 30ft of the proposed valet zone;
 - Dimensions and widths (including number of striped lanes) and labeled names of all intersecting streets within 30 feet of the proposed valet zone.
4. **roof of Insurance:** As required by Section XII of the rules and regulations naming the City of Columbus as an additional insured. Must be an original copy of certificates issued by the insurance provider.
5. **Signed and Notarized Indemnity Form:** Use form provided by the City.
6. Attached written consent from adjacent property owners and their tenants when seeking approval for a valet zone exceeding the width of the applicant's property frontage.
7. Copy of the contract between the applicant and the private parking facility for storage of valeted vehicles.
8. Temporary sign design to be placed on the sidewalk.
9. **Application Fee:** \$200 non-refundable payable to the Columbus City Treasurer. Fees may be paid online or by check.
10. **Permit Fees:** Payable to the Columbus City Treasurer. Permit fees include daily lost meter revenue and signage fees of \$250 per signs. Fees may be paid online or by check.

