



Instructions

for Submittal of
**One-Day Temporary
On-Street Valet Parking Permit
Applications**

One-Day Temporary On-Street Valet Parking Permits are issued at the **sole discretion** of the Planning & Community Development Department. Any permit issued may be terminated for violation of the Valet Parking Regulations or for violation of the terms of the permit or for violation of statutes or ordinances, including the Vehicle Code.

Only current original forms with original (wet) signatures can be accepted. Facsimiles or copies of signatures are **not** acceptable. Applications must be submitted no less than **three (3)** City Hall work days prior to the date of the permit. Applications received after that time **will not be accepted**.

Both sides of the application form must be filled out completely.

The top block on the front page, starting with Client Name, must be filled out with information regarding the business to be served by the valet parking operation. The contact named must be a person with authority to commit the client in legal obligations (e.g., owner, general manager, etc.). A copy of the client's current Santa Monica Business License must be submitted with the application. Non-commercial clients who are private individuals utilizing their residences may not need a Business License.

The second block on the front page, starting with Valet Operator Name, must be filled out with information regarding the operator who will be providing the valet service. The contact named must be a person with authority to commit the valet operator in legal obligations (e.g., owner, general manager, etc.). A copy of the operator's current Santa Monica Business License for the proposed location must be submitted with the application. In the event the service is being provided by the client business itself, a separate business license for the valet parking operation is required. A copy of the agreement between the client and the valet operator must be submitted with the application.

In the third block on the front page, the signatures must be those of the contacts noted above. **Only original signatures are acceptable (no copies or facsimiles)**. Planning & Community Development staff will obtain Police Department approval at the time the application is submitted.

The bottom block on the front page must include the dates and hours of operation, the numbers of parking meters to be used, if any, and a description of the event to be served.

An On-Street Valet Parking Permit provides for two (2) parking meter spaces, or the equivalent unmetered space, only. Additional spaces may be provided at charges to be determined.

Valet Parking Permit Applications (Cont'd)

The top block on the back page must be filled out with information regarding the parking facility where the valet operator will store the vehicles. The contact named must be a person with authority to commit the parking facility in legal obligations (e.g., owner, general manager, etc.). A copy of the parking facility's current Santa Monica Business License must be submitted with the application. A copy of the agreement between the parking facility owner and the valet operator or client must also be submitted.

The back page must include a map of the valet operation including at least the pick-up and drop-off zone, the facility where the vehicles are to be stored and the routes in both directions to be followed by the valet attendants while taking or delivering patron's vehicles.

The fees charged, if any, must be described in full at the bottom of the back page. The description must include, but not be limited to, the following: rates per hour; rates per fraction of an hour, if any; rates for subsequent hours or fractions thereof and the maximum charge. If a flat rate is charged, it shall be noted as such. If no fee is charged, insert the word COMPLIMENTARY.

A copy of an insurance certificate, naming the City of Santa Monica, members of its City Council, boards and commissions, officers, agents, employees and volunteers as additional primary Named Insureds, on a policy of comprehensive general liability insurance with combined single limit coverage in the amount of one million dollars (\$1,000,000.00) for each occurrence and aggregate, must be submitted with the application. A standard ACORD form is acceptable **ONLY if it is accompanied by a separate endorsement form** naming the City as an additional insured as noted above. The form must also include Worker's Compensation coverage as required by law.

Application Check List

- Both sides of Permit Form completed with all signatures.
- Valet Parking Regulations signed by both parties.
- Copy of agreement between client and valet operator attached
- Copy of agreement between parking facility and valet operator attached.
- Copy of Client's Business License attached.
- Copy of Valet Operator's Business License attached.
- Copy of Parking Facility's Business License attached.
- Copy of insurance form attached.