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Mayor

# CITY AND COUNTY OF DENVER

## DEPARTMENT OF PUBLIC WORKS

Public Works Permit Operations  
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### Valet Parking Services Entrance Requirements

<b>Authority:</b>	2001, Ordinance 493; Council Bill #456. Effective 06/19/01.
<b>Purpose of Ordinance:</b>	The ordinance provides and allows for Valet Services, by creating a system for licensing parking valet operators and locations.
<b>Purpose of Document:</b>	This document is prepared to assist Public Works Permit Operations (PWPO) and Valet companies in the processing of Revocable Street Occupancy Requests (RSOP) & Parking Meters for Valet Companies and Valet Locations.
<b>Document Date:</b>	September 3, 2003; Version 1.3
<b>Permit Types:</b>	<ul style="list-style-type: none"> <li>• Revocable Street Occupancy Permit (Use of sidewalk for podium, Loading Zone, etc.)</li> <li>• Parking Meters</li> </ul>
<b>Customer Interface:</b>	<i>Most</i> communication between the City and the customer will be done through Excise & Licenses Single Point of Contact (SPOC). However, Public Works Permit Operations may have to contact the customer directly to obtain a Certificate of Insurance, payment for additional parking spaces, or other necessary documentation.
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>• Excise and Licenses. Handles licensing of valet operations.</li> <li>• Public Works Traffic Engineering Services. Reviews all traffic and parking plans submitted by valet customers.</li> <li>• Public Works Parking Management, Program Development. Performs parking management enforcement functions.</li> <li>• PWPO. Issues RSOP Permits for meters, parking and street furniture on City-owned property.</li> <li>• Public Works ROW Inspection &amp; Neighborhood Inspection Service. Performs ROW inspections as appropriate.</li> </ul>
<b>Permit Conditions:</b>	On specific Permit Types, Public Works Permit Operations may need the following conditions: <ul style="list-style-type: none"> <li>• Enter the <i>Valet Case Number</i> created by Excise and Licenses as the Address Qualifier in the first location of each permit.</li> <li>• Permits will be issued for a twelve (12) month period. In general, the date of the Valet Application for a location will be the Start of Occupancy date, expiring 12 months thereafter.</li> <li>• A waiver approved and signed by the Director of Excise and Licenses, as stated in the Ordinance.</li> <li>• Add appropriate permit conditions available in CityView listed under <i>Valet</i>.</li> </ul>
<b>Permit Fees:</b>	<ul style="list-style-type: none"> <li>• <b>Parking Meters.</b> <ul style="list-style-type: none"> <li>• The first two meters or equivalent to 40' in length are included in the Excise &amp; Licenses Application Fees as long as the TOTAL amount of requested valet space does not exceed 40 feet and the location is for the yearly Location Permit. Additional meters required by the Valet Company will be charged at the standard Valet Public Meter Hood Rates. Meters for a one-time Special Event Valet Location will be charged the standard Public Meter Hood Rates unless a Request for Discounted Meters has been submitted and approved.</li> <li>• The Excises &amp; Licenses Valet Location license provides for use of parking spaces from 5:00 p.m. until 10:00 p.m. After 10:00 p.m. and up until 2:00 a.m. parking at public meters is free.</li> <li>• If the customer desires the parking spaces earlier than the offered times, they can pay for them on a pro-rata basis. Additional parking spaces are available to the customer, but only after the customer pays for the <u>entire year</u>. See calculation table below to determine fee.</li> </ul> </li> <li>• <b>Other Fees.</b> Generally, Public Works Permit Operations will not charge any fees for Valet Yearly Permits. The intention of the Ordinance was that the Application Fee paid to Excise and Licenses would make it unnecessary for other fees to be charged, with the exception of any parking meters or use of City owned property in excess of the allocated 40' or offered times, which includes meters and/or spaces.</li> </ul>

<b>Additional Parking Meter, Footage and Time Calculation Table:</b>	<p>To charge for extra meters, use of the right-of-way, and/or time, all rates are based on Parking Meter Hood Rates for 46+ days, or \$50.00/day. Remember that the term of this permit is for a <u>full twelve (12) months</u>. The rate is broken down on an hourly basis, which is \$2.00 per hour. Therefore, if the customer wants a third parking space from 5:00 p.m. – 10:00 p.m. Wednesday through Sunday, the charge is:</p> <ul style="list-style-type: none"> <li>• <math>[(\\$2.00/\text{hour})(5 \text{ hours}/\text{day})][(5 \text{ days}/\text{week})(52 \text{ weeks}/\text{year})] = \\$ 2,600.00</math></li> <li>• Call the customer with the total charges for the extra meters prior to issuance. The customer will have to either accept the charges or decline. If the customer declines, issue the location permit for ONLY 2 spaces as stated in the ordinance.</li> </ul>
<b>Certificate of Insurance:</b>	<p>Pursuant to the Denver Revised Municipal Code, Customer needs to submit to Public Works Permit Operations a <b>Certificate of Insurance</b> providing coverage for all street furniture in the ROW for the duration of the Permit. Specific coverage should include, but not be limited to, as stated below. Permits will not be issued without the <b>Certificate of Insurance</b>. Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees</i>. The City and County of Denver must also be listed as the Certificate Holder. Liability coverage for property damage in amount not less than \$250,000 and personal injury coverage not less than \$1,000,000 covering damages caused by the valet client business, Valet operator or any of the Valet attendants in the course of conducting Valet services for the Valet client business, with a term of at least 12 months covering the term of the license.</p> <p><b>NOTE:</b> Permittee will advise the City &amp; County of Denver, Department of Public Works in writing, a minimum of thirty (30) days in advance of any insurance modification or cancellation.</p>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>• Once Traffic Engineering Services reviews the Valet Application and supplemental documentation, Traffic Engineering Services will forward to PWPO the application if Traffic Engineering Services determines permitting is required.</li> <li>• Valet Companies operating entirely on private property do not require permit issuance with PWPO.</li> <li>• Public Works Permit Operations reviews the application and processes the Parking Meter and/or RSOP requests.</li> <li>• If PWPO needs a copy of the Certificate of Insurance and/or payment, Public Works Permit Operations will contact the customer directly. Upon receipt of the Certificate of Insurance and/or payment for additional parking spaces, Public Works Permit Operations will finalize permit issuance. Public Works Permit Operations will send copies of the issued permits to Traffic Engineering Services. The customer will receive the original permit from Excise and Licenses when the customer receives their location license. The permit(s) issued from PWPO are valid for 1 year and will be valid only with a current valet operator &amp; location license issued by Excise &amp; Licenses.</li> <li>• The normal Public Works Permit Operations processing interval is 3 business days.</li> </ul> <p><b>Special One-time Valet Location Permits</b></p> <ul style="list-style-type: none"> <li>• Valet Operators may request a <i>waiver</i> of the yearly Location License for Special Events that only occur once a year. A letter, from the Valet Operator addressed, sent to and signed by the Director of Excise and Licenses, requesting a waiver for the location license is required.</li> <li>• A copy of the signed waiver letter, completed RSOP form with TCP which must include the proposed route to park customer vehicles &amp; return vehicles to customers and a copy of a current Certificate of Insurance must be sent per the instructions on the RSOP form. The Valet Operator may also submit a request for discounted meters but the request must fall into the same guidelines for eligibility as any other request, (<i>i.e. non-profit, city sponsored event</i>)</li> <li>• Valet Special Event Locations are charged the standard bagging fee (no discounts) for meters in use for the event.</li> </ul>
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