



John W Hickenlooper
Mayor

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

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:	<p>Public Works Permit Operations and S:\Permit Counter Stuff\ROW Policies & Procedures\Entrance Requirements\MS DOC format\Valet Parking 010405.doc</p>