

Revision Date: November 1, 2019

Subject: VALET PARKING OPERATIONS

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Valet Operations in the City of Cincinnati are subject to provisions of Chapter 414 of the Cincinnati Municipal Code (CMC).

Section 414-9 provides:

*Upon the recommendation of the valet parking board the city manager, or the manager's designee, may issue a valet parking permit to a valet parking business enabling the provider to be the exclusive provider, or the temporary provider, of valet parking services in a valet zone. The permit may limit the hours and days for the provision of exclusive service and may call for payment to the city for the exclusive right. In addition, the permit shall require the valet parking business to pay the parking meters during the hours of operation. The permit may contain additional provisions which, in the opinion of the city manager, or the manager's designee, are in the best interest of the city.*

As of January 2019, valet providers will be charged a valet zone fee for the exclusive use of a valet zone. A summary and schedule of the fees is below.

In January 2019 the curb fee for valet operators has changed from a meter-cost fee structure to a curb-space cost structure. The new fees are based on curb space whether or not the valet zone is located in a metered zone. The costs were calculated using on-street meter rates (for the meter zone of the City where the valet is located). The fees charged end when the meter enforcement ends and are not based on the hours the valet operates.

Where a valet zone does not have meters or when meters are not in effect, parking enforcement is still required to ensure available curb space for enrolled valet operations. The curb-space program is designed to assist the valet operator in accurately selecting the correct number of spaces and duration needed.

Understanding that this change may constitute a major change for some operators, the Valet Board set the curb space cost structure at 50% of the parking meter hourly fees in the area of the valet zone. The Valet Board will periodically review whether the 50% structure continues to be appropriate.

Valet operators will be allowed to apply for a credit of their parking meter costs in the event they experience involuntary loss of use of their valet zone (i.e. special events, construction, illegally parked vehicles).

A permanent valet zone is designated by City installed signage. Permanent Valet Zones in place as of January 2019 are subject to renewal fees.

A current operator is a valet parking business that has received an approved valet parking permit within the 12 months previous to submitting an application.

### Permanent Valet Zones

The non-refundable Valet Zone Application fee is due at the time of application. The Valet Zone fee will be due prior to issuance of a permit.

### Temporary Valet Zones

Current Operators: Application fee (renewal) is due prior to issuance of a temporary valet zone permit.

New Operators: Non-refundable application fee (initial) is due at the time of application. The following fee structure has been established for the administration of the valet program.

<b>FEE SUMMARY</b>		
IAF	Initial Application Fee:	\$300.00
IZPF	Initial Valet Zone Permit Fee (Up To 80 Feet):	\$850.00
RAF	Renewal Application Fee:	\$150.00
RZPF	Renewal Valet Zone Permit Fee (Up To 80 Feet):	\$550.00
AZS	Additional Valet Zone Space (20 Feet):	\$50.00
TAF	Temporary Valet Application Fee:	\$150.00
TZF	Temporary Valet Zone Fee:	Varies
MB	Meter Bag Fee (each):	\$35.00

(Temporary Valet Zone Fee is calculated using the number of spaces x meter rate x Hours Temporary Valet is in Operation during regular meter hours)

<b>FEE SUMMARY (Annual)</b>	<b>Application</b>	<b>Zone</b>
<b>Existing Valet Zone Permit</b>		
Current Operator	Renewal (RAF)	Renewal (RZPF)
New Operator	Initial (IAF)	Renewal (IZPF)
<b>New Valet Zone Permit</b>		
Current Operator	Initial (IAF)	Renewal (IZPF)
New Operator	Initial (IAF)	Renewal (IZPF)
<b>Temporary Valet Zone Permit</b>		
Current Operator	Temp. App. Fee (TAF)	Varies
New Operator	Initial (IAF)	Varies

### Valet Permit Fee Calculations

Number of Hours/Week Valet Zone is Enforced x Meter Rate x Meter Rate Discount (50%) = Valet Fee per Week per Space.

### Valet Permit Application Process

Each valet permit issued shall be for a one-year term, commencing on January 1st each year. Applications for the renewal of a valet parking operator permit shall be made to the Valet Board not less than sixty (60) days prior to the expiration of the permit to be renewed. (CMC Sec. 414-13.)

Submit permit applications to the Permit and License Center in City Hall at:

Department of Transportation & Engineering

Permit and License Center

801 Plum Street, Room 425,

Cincinnati, Ohio 45202- 1980

513-352-3463 Fax: 513-352-5397

Web Page: TBD

Inquiries: [DTEValetPermit@cincinnati-oh.gov](mailto:DTEValetPermit@cincinnati-oh.gov)

Fax submittals are acceptable. Credit card payment by phone is available.

Existing Valet Operators please allow 3 days processing for all temporary valet permit applications.

New operators should allow a minimum of 10 business days for processing a permit application.

**City of Cincinnati**  
**Application for Valet Parking Operation Permit**

Applicant is required to submit all three pages of application.

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| <p><u>Permit Center Use Only</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Application Fee</li><li><input type="checkbox"/> Off Street Parking</li><li><input type="checkbox"/> Business Sponsor</li><li><input type="checkbox"/> Property Owner</li><li><input type="checkbox"/> Insurance</li><li><input type="checkbox"/> Valet Board Approval</li><li><input type="checkbox"/> Zone Fee</li></ul> |
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**Type of Permit:**    Annual Initial    Annual Renewal    Temporary

**Term of Permit:** \_\_\_\_\_  
Annual permit; January 1 through December 31 of *year*. Temporary permit: provide date(s).

**Valet Parking Business** (name, address, contact; person, phone, email)

Business \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of proposed valet zone:** \_\_\_\_\_  
Parking Meter Numbers: \_\_\_\_\_  
\_\_\_\_\_

**Business Sponsor:** (name, address, contact; person, phone, email)

Business \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Hours of Operation\*:**

Sunday:	Opening: _____	Closing _____
Monday:	Opening: _____	Closing _____
Tuesday:	Opening: _____	Closing _____
Wednesday:	Opening: _____	Closing _____
Thursday:	Opening: _____	Closing _____
Friday:	Opening: _____	Closing _____
Saturday:	Opening: _____	Closing _____

\*Any temporary operations outside the above-designated hours of operation must be authorized by the Police Department. Any special events in the area and/or any public emergencies such as roadbed failure, etc... that require street closures will supersede this authorization.

**By submitting this Application for a Valet Parking Operation Permit, the Valet Parking Business understands, acknowledges, and agrees to the following:**

1. All valet operations are subject to the requirements of Cincinnati Municipal Code Chapter 414.
2. The valet operator may only display one sidewalk sandwich board in accordance with the terms of Cincinnati Municipal Code section 723-12.
3. Valet operators must hire sufficient valet personnel and arrange for nearby garage space. This will minimize unnecessary congestion and delays to through traffic in front of the business. Proof of an agreement for the provision of necessary off-street parking spaces to accommodate the requested valet zone must be attached to this application.
4. Only drop off/pickup operations are authorized within any valet zone, and vehicle staging is limited to 15 minutes. Valet operators must not allow for long term parking within a valet zone.
5. The Valet Parking Business must immediately notify the Valet Board if the valet service is terminated or if there is any change to the operating hours of the valet. Under no circumstances shall the valet operator lengthen the operating hours without the approval of the Valet Board.
6. The Valet Board will determine the need and space of the valet zone based on business operations and adjoining curb use.
7. The Valet Board retains the right, at its sole discretion, to alter the terms of the valet parking zone and curb control to ensure safe and efficient vehicular and pedestrian flow.
8. Any valet service authorized under this application is open to the public, as this valet zone is within the public right of way and shall not be restricted to the patrons of any individual business establishment(s).
9. If approved without any contingencies that provide for temporary service, the permit shall be in effect through December 31 of the permit year. Applications for the renewal of a valet parking operator permit shall be made to the Valet Board **not less than sixty (60) days prior to the expiration of the permit to be renewed**.
10. Each application for a valet parking operation permit shall require the sign-off of a Sponsoring Business that desires to sponsor the Valet Parking Business to provide valet services that will benefit its patrons as well as the general public. The Sponsoring Business must be located on the same side of the street and within 100 feet of the proposed valet zone. Any application submitted without a proper Sponsoring Business will be rejected.
11. The Valet Board may conduct a review of the valet zone or the Valet Parking Business at any time and for any reason. The Valet Board, at its sole discretion, may terminate this Agreement or remove a specified valet zone as a result of the review.
12. Valet Parking Business acknowledges that it does not have any sort of property right or interest in the valet zone, as it is part of the public right-of-way and must be used in the best interest of the public, as determined by the City of Cincinnati.
13. Valet Parking Business shall provide proof of, and keep in effect, a minimum of \$1,000,000 liability insurance per occurrence, \$1,000,000 property damage per occurrence, and \$1,000,000 garage keepers' liability per occurrence. Such policy shall name the City of Cincinnati as an additional insured. No such policy shall be subject to cancellation except upon ten days notice to the Valet Parking Board.

Valet Operator's Signature: \_\_\_\_\_

**Sponsoring Business:**

By signing this application, I am hereby indicating the following: \_\_\_\_\_

\_\_\_\_\_ [Sponsoring Business] desires to sponsor \_\_\_\_\_

\_\_\_\_\_ [Valet Parking Business] to provide valet services as described on the

Application for the Valet Parking Operation Permit. I acknowledge that the proposed valet zone will provide a direct benefit to the patrons of Sponsoring Business as well as to the general public.

*By signing this application, Sponsoring Business is in no way becoming a co-applicant, will not be a party to any permit issued, and is taking on no liability whatsoever related to the Valet Parking Business or its use or operation of any valet zone. This sponsorship is simply a statement by an interested business as to the desire to have the benefit of valet in the proximity of its establishment. The Sponsoring Business may withdraw its sponsorship at any time and for any reason, or for no reason at all, by giving written notice to the Valet Board. Such withdrawal will become effective immediately upon receipt.*

Authorized By: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

Signature: \_\_\_\_\_

**Valet Parking Business:**

I have read and agree to the terms herein in the submission of this application for a valet franchise:

By: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

For: \_\_\_\_\_ (valet parking business)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that this application will not be considered unless attached hereto is: (1) evidence of an agreement for the provision of necessary off-street parking spaces to accommodate the requested valet zone; (2) a certificate of insurance indicating a minimum of \$1,000,000 liability insurance per occurrence, \$1,000,000 property damage per occurrence, and \$1,000,000 garage keepers' liability per occurrence, and a specification that such policy may not be subject to cancellation except upon ten days written notice to the Valet Parking Board; and (3) indication of support from the affected neighborhood or business associations.**

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**Valet Board Use Only:**

\_\_\_\_\_ **Application Approved**

\_\_\_\_\_ **Application Disapproved**  
(Attached letter of explanation)

**Conditions of approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_