



Applying for a Valet Parking License? Follow these instructions:

1. Complete the application and attach all the supporting documents as outlined on the form.
 - a. If you want to complete the PDF form by using pen or typewriter, print the form first.
 - b. If you want to complete the PDF form on your computer, first save the file to your computer. Here's how:
 - i. On the File menu, click "Save As"
 - ii. In the "Save In" field, select a folder or "Desktop"
 - iii. Click "Save"
 - iv. Type your information as needed in the blue-shaded fields
 - v. When complete, print the form
 - vi. Complete the next steps to submit in person or by postal mail
2. Attach all fees. Checks or credit cards are accepted.
3. Submit application, supporting documents and fees:

In person or by postal mail:

City of Fort Worth
Transportation and Public Works Department
Parking Services
311 W. 10th Street
Fort Worth, TX 76102

4. For information or questions call 817-392-6987



CITY OF FORT WORTH VALET PARKING LICENSE APPLICATION

APPLICATION DATE _____

NAME OF APPLICANT _____

NAME OF BUSINESS CONTRACTING FOR VALET SERVICE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RESPONSIBLE OFFICIAL _____

CELL PHONE # _____ OFFICE PHONE # _____ FAX # _____

E-MAIL _____

VALET SERVICE PROVIDER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RESPONSIBLE OFFICIAL _____

CELL PHONE # _____ OFFICE PHONE # _____ FAX # _____

E-MAIL _____

CHECK ALL THAT APPLY: NEW APPLICATION RENEWAL

NUMBER OF SPACES (MINIMUM OF TWO (2) SPACES REQUIRED) _____ BEGINNING VALET DATE: _____

VALET STAND (INDICATE LOCATION, SIDEWALK, ETC.) _____

LOCATION OF OFF-STREET PARKING _____
(ADDRESS)

LOCATION OF VALET PARKING ZONE:	(LIMITS)	
_____	_____	_____
STREET	FROM	TO

LIST DAYS AND TIMES OF VALET SERVICE:		
_____	_____	_____
DAYS	(BEGIN TIME)	(END TIME)
_____	_____	_____
DAYS	(BEGIN TIME)	(END TIME)

** LIST NAME OF CONTRACTED TOWING COMPANY: _____
(Refer to list of towing companies approved to perform non-consent tows in the city's right of way)

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:

- Signed agreement documentation indicating applicant has legal right to park vehicles at off- street location
- Copies of written notification to all property owners located within 100 feet on same side of street of valet parking service
- Route & Site Plan
- Certificate of insurance (\$ 1 million garage liability and \$1 million garage keepers) listing the city as an additional insured
- Annual license fee of \$1,000 (includes 2 spaces) plus the cost of additional spaces (\$150 per space).

Authorized Signature _____ Date _____

TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
PARKING SERVICES
311 W. 10TH STREET
FORT WORTH, TX 76102
(817) 392-6987 FAX (817) 392-6781

Office Use Only

Received _____ Approved _____ Permit # _____ Denied _____



VALET PARKING ORDINANCE REQUIREMENTS

- Maintain a current copy of the **Street Use Permit** and **Site Plan** at valet stand at all times during approved valet parking operational hours
- Stay within the approved valet parking hours and limits as defined of the permitted area (not allowed to use more space than approved on permit and site plan)
- Only allowed to contact designated and approved towing company (for non-consent tows) in accordance with the company phone number as posted on the regulatory valet parking signs installed for that specific valet location
- Capture the valet lane with traffic cones (orange cones provided with white reflective tape) during the approved valet hours; night-time reflectivity will be required
- Do not exceed the time limit in the valet zone: **30** minutes for hotels and **5** minutes for all other operators
- Do not stage or park vehicles in the City's right-of-way
- Store vehicles in the designated and authorized "off-street" location
- Do not unreasonably interfere with pedestrian or vehicular traffic
- Do not endanger the safety of persons or property
- All valet operators required to maintain a valid state driver's license at all times
- Do not place more than TWO valet parking service stands on the public right-of-way (sidewalk)
- Comply with all other requirements and provisions as outlined in the Valet Parking Ordinance (No. 22224-05-2016)