



CITY OF ATLANTA DEPARTMENT OF TRANSPORTATION APPLICATION FOR ON-STREET VALET PARKING PERMIT SUBMITTAL CHECKLIST

The following checklist is designed to assist petitioners in preparing required materials for a Permit. **Items omitted will delay applicant's review process.** The following items are required as part of a complete application for an On-Street Valet Parking Permit. Submit this form with application submittal.

- ___ 1. **On-Street Valet Parking Permit Application Form (2-pages):** Completed with applicant signature. One form for single applications or one for each applicant for joint applications.
- ___ 2. **Notarized Affidavit by the Property Owner Form:** Completed with notarized signatures for each applicant. One form for single applications or one for each applicant for joint applications.
- ___ 3. **Traffic Flow Plan:** One copy drawn to scale, no larger than 11" x 17" format including a map and describing the route(s) that vehicles will be driven and the radial distance between the proposed valet pick-up/drop-off zone and the valet reservoir area.
- ___ 4. **Site Plan:** One copy drawn to scale, no larger than 11" x 17" format. Site plan shall communicate the location and characteristics of the proposed On-Street Valet Parking Pick-Up/Drop-Off Zone as regulated in City of Atlanta Code of Ordinances Sections 150-120 through 150-131 including:
 - Dimensions of proposed Pick-Up/Drop-Off Zone
 - Location of any proposed Valet Parking Service Stand
 - Width of sidewalk (distance from curb to building face) at and surrounding proposed Pick-Up/Drop-Off Zone and the location and dimensions of the required 4 foot minimum pedestrian clear zone
 - Location of doorways, driveways, street trees and tree wells (dimensioned), utility poles, traffic signal poles, fire hydrants, newspaper vending boxes, parking meters, bus shelters, sidewalk benches, trash receptacles or any other semi-permanent sidewalk obstruction within 30 feet of the proposed Pick-Up/Drop-Off Zone
 - Dimensioned widths (including number of striped lanes) and labeled names of adjacent street, as well as any intersecting streets within 30 feet of proposed Pick-Up/Drop-Off Zone
- ___ 5. **Site photographs** showing frontal and right and left side angle views of the entire sidewalk at the proposed on-street valet pick-up and drop-off zone.
- ___ 6. **Proof of Insurance:** As required by Section 150-126. Original copies of certificates issued by insurance provider(s).
- ___ 7. **Business License:** A copy of a valid local business tax receipt issued by the City of Atlanta.
- ___ 8. **Signed Indemnity and Release Forms:** Provided by Department of Public Works.
- ___ 9. **Signed Affidavit and Photographic Proof** of the posting of public notification of application. *(to be submitted upon permit approval)*
- ___ 10. **Other information** as requested by staff during application review.
- ___ 11. **Application Fee: \$300 non-refundable.** Payable to the "City of Atlanta" in the form of cash, credit card, personal check, cashier's check, or money order. Invoice for payment will be provided by the Department of Public Works upon submission of application. Upon payment to City of Atlanta Finance Department receipt must be provided to Public Works to complete application.
- ___ 12. **Permit Fees:** Payable to the "City of Atlanta" in the form of cash, credit card, personal check, cashier's check, or money order. Invoice for payment will be provided by the Department of Public Works upon approval of application. Upon payment to City of Atlanta Finance Department receipt must be provided to Public Works for issuance of permit.