

CITY OF HACKENSACK

CITY HALL, 65 CENTRAL AVENUE, HACKENSACK, NJ 07601

APPLICATION FOR APPROVAL OF VALET PARKING PLAN

A separate application is required for each business that is being served by a valet parking operator

Valet Parking Operator Business Name _____

Business Address _____

Contact Person _____ Phone _____ E-mail _____

Valet Parking Operator License Number _____ Date of License Approval _____

Name of Business Being Served _____

Location _____ Permitted Seating Capacity _____

Type of Business Being Served _____ Lot and Block Number _____

Contact Person #1 _____ Phone _____ E-mail _____

Contact #2 (optional) _____ Phone _____ E-mail _____

The person or persons listed as contacts above are responsible for managing the provision of valet parking services at the above location, and must be available at the listed phone number at any time valet parking services are being offered.

Requested Hours and Days of Valet Service:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Estimated Number of Vehicles to be Valet Parked Each Day:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Number of Employees Who Will Provide Valet Parking Each Day:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Is the Proposed Location For Valet Loading and Unloading Metered? _____

If Yes, How Many Metered Spots Will Be Affected? _____

Please submit with this application:

1. Signed and notarized letter of authorization from the business/venue certifying that it is requesting the services of the valet parking operator, which must include the name, e-mail address and phone number of the owner or manager of the business/venue. Note: The foregoing is not required if this application is made by a business located within the City of Hackensack that has been approved for a valet parking operator license for the sole purpose of providing valet parking for its own customers.
2. Copy of any agreement (made either directly, or through another entity) to operate valet parking at the business/venue requesting the services of the valet parking operator. Note: The foregoing is not required if this application is made by a business located within the City of Hackensack that has been approved for a valet parking operator license for the sole purpose of providing valet parking for its own customers.
3. Map and narrative description reflecting the requested valet parking zone(s) and the proposed routes to the offsite parking lot(s) and back to the proposed valet parking zone(s) being served.
4. Copy of the agreement between the owner of any parking lot or other off-site parking facility to be used for valet parking and the valet parking operator authorizing vehicles to be parked on the lot by the valet parking operator, along with the street address and lot and block location of each such parking lot or other off-site parking facility.
5. A list of all employees and agents who will be providing valet parking services at the applicable location, a certification that each such employee or agent possesses a valid driver's license, and copies of each such license. Note: This list must be updated three months after the date this application is approved, and then each three following months so long as the permit remains valid.
6. Application fee of \$100.00. If there is an additional fee because the approved valet parking loading and unloading area contains operational parking meters, you will be advised of same and payment must be received before this application will be approved.

APPLICANT'S CERTIFICATION

I am the authorized representative or agent of the valet parking operator making this application. I certify that the information contained in this application is true and correct. I further certify that the applicant has reviewed the provisions of Ordinance 46-2018 and will fully comply with all applicable laws, rules and regulations regarding valet parking at all time. I acknowledge that any failure to do so will result in the penalties established by law and may result in the cancellation of any valet parking permit issued pursuant to Ordinance 46-2018. The undersigned agrees that the valet parking operator making this application will notify the City within ten (10) calendar days of any change in the information contained in this application.

Date

Applicant

This application must be filed with the Clerk's Office. It will be reviewed by the appropriate City officials and approved or denied by the City, through the City Manager, within 30 days.

Attached: Ordinance. No. #46-2018

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APPROVAL OF VALET PARKING PLAN

The City determines, based on its review, that the application of _____ for a valet parking zone is necessary as set forth in the attached application and is justified by traffic conditions, considering the existing parking regulations and controls at the proposed location, the existing property uses at the location, the presence of other valet parking zones in the area, and such other factors as the City has determined is relevant to the necessity and justification for the valet parking zone. **As such, it is APPROVED, subject to any additional comments/requirements as set forth below.**

Date

City Manager

Additional comments: _____

Additional parking meter fee paid (if required) _____