

VPP



VILLAGE OF WINNETKA, ILLINOIS

VALET PARKING PERMIT APPLICATION

A valet parking permit **is required** when valet parking services are offered **in conjunction with a business located within a commercial zoning district** in the Village. Please submit this form and all attachments to the Community Development Department. Questions regarding these types of valet parking permits should be directed to the Community Development Department at 847-716-3526.

A valet parking permit **is not required** when valet parking services are being provided **in a residential zoning district for a one-time occasion** (e.g. wedding, holiday party, bar mitzvah, etc.). Questions regarding valet parking services in residential areas should be directed to the Police Department at 847-716- 3440.

INDEX INFORMATION: (To be completed by Village Staff)

Application Number: _____

Date of Submission: _____

BACKGROUND INFORMATION: (To be completed by Applicant)

a. Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

E-mail Address: _____

b. Relationship of Applicant to Property (owner or tenant): _____

c. Current Owner of Property (Legal Entity) (if Applicant is not the Owner):

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

E-mail Address: _____

Please list all proposed valet parking operators for your property:

1. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Telephone Number: _____
E-mail Address: _____
2. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Telephone Number: _____
E-mail Address: _____

Please submit, as an attachment to this application, a valet parking plan that includes all of the information required by Chapter 5.76.030.A of the Village Code, a plat of survey, and proof of liability insurance.

Please note that valet parking plans will not be reviewed until this application has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department for review. Incomplete submittals will not be accepted.

In consideration of the information contained in this application as well as all supporting documentation, it is requested that approval be given to this valet parking plan.

Applicant: _____
(Print or type name)

(Applicant's Signature)

Date: _____

Attest: _____

Current Owner of Property: _____
(Print or type name)

(Property Owner's Signature)

Date: _____

Attest: _____

Statement of Owner of Private Property on Which Valet Parking Will Take Place
(To be completed if Applicant is not the owner of the Property)

I, _____, am the owner of the property located at _____ ("**Property**"). I understand that _____ has submitted an application to the Village of Winnetka to use the Property in conjunction with the provision of valet parking services ("**Application**"). In support of the Application, I hereby state as follows:

1. The parking spaces located on the Property and to be used in conjunction with the provision of valet parking services are not needed by me or my agents, invitees, licensees, tenants, or other authorized guests of the Property during the time in which valet parking services will be provided.

2. _____ is authorized to use _____ spaces on the Property for valet parking services. These parking spaces are located at _____.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

(Property Owner Signature)

(Print/Type Property Owner Name)

Applicant's Statement

I, _____, the _____ of _____, having been properly authorized to execute and submit this application on behalf of _____, hereby acknowledge and agree as follows:

1. _____ will comply with all of the provisions of Chapter 5.76 of "The Winnetka Village Code," as amended ("**Village Code**"), including, without limitation, Section 5.76.080 of the Village Code, regarding indemnification of the Village of Winnetka. _____ shall, and does hereby agree to, indemnify the Village of Winnetka and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys in accordance with, and to the extent required by Section 5.76.080 of the Village Code.

2. All valet parking services provided pursuant to the valet parking permit that is the subject of this application will comply with the valet parking plan approved by the Village.

3. _____ will pay all fees required by Chapter 5.76 of the Village Code.

4. _____ may be held liable for any violation of this Chapter committed by a valet parking operator or its attendants in the course of providing valet parking services pursuant to any valet parking permit issued to _____, pursuant to Section 5.76.090 of the Village Code.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

(Applicant Signature)

(Print/Type Applicant Name)

Valet Parking Operator Statement

I, _____, the _____ of _____, having been properly authorized to execute this statement on behalf of _____, hereby acknowledge and agree as follows:

1. All valet parking services provided by _____ to _____ will comply with the valet parking plan approved by the Village.

2. _____ will comply with all of the provisions of Chapter 5.76 of "The Winnetka Village Code," as amended ("**Village Code**"), including, without limitation, Section 5.76.080 of the Village Code, regarding indemnification of the Village of Winnetka. _____ shall, and does hereby agree to, indemnify the Village of Winnetka and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys in accordance with, and to the extent required by, Section 5.76.080 of the Village Code.

3. All valet parking attendants and employees of _____ that have been or will be hired to provide valet parking services in the Village of Winnetka.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

(Valet Parking Operator Signature)

(Print/Type Valet Parking Operator Name)

Valet Parking Operator Statement

I, _____, the _____ of _____, having been properly authorized to execute this statement on behalf of _____, hereby acknowledge and agree as follows:

1. All valet parking services provided by _____ to _____ will comply with the valet parking plan approved by the Village.

2. _____ will comply with all of the provisions of Chapter 5.76 of "The Winnetka Village Code," as amended ("**Village Code**"), including, without limitation, Section 5.76.080 of the Village Code, regarding indemnification of the Village of Winnetka. _____ shall, and does hereby agree to, indemnify the Village of Winnetka and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys in accordance with, and to the extent required by, Section 5.76.080 of the Village Code.

3. All valet parking attendants and employees of _____ that have been or will be hired to provide valet parking services in the Village of Winnetka.

I have read and fully understand this document, and execute it of my own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

(Valet Parking Operator Signature)

(Print/Type Valet Parking Operator Name)

VALET PARKING PERMIT SUBMITTAL REQUIREMENTS:

Please note that if you anticipate providing valet parking services on a regular recurring basis as well as for occasional large-scale special events such as a wedding, banquet, or bar mitzvah, you are required to **submit a separate application** detailing any modifications to the scope and operation of valet services as necessary for such larger events (such as extended hours, additional spaces needed, etc.)

All applicants who are applying for a Valet Parking Permit must submit the following items with this application:

1. \$250 fee for Valet Parking Permit (make checks payable to: Village of Winnetka);
2. One plat of survey which includes a legal description of applicant's property;
3. Photo(s) depicting the appearance of all signs, key stands, or kiosks proposed to be used;
4. Photo(s) of all traffic control devices or cones proposed to be used;
5. Copies of all dashboard tickets and customer receipts/claim tickets proposed to be used;
6. Diagram (site plan) depicting the proposed configuration of curbside customer service area, (including placement of signs, traffic control devices, key stands or kiosks), and their proposed location on the public sidewalk. Plan should accurately depict the width of sidewalk and parkway, valet items, and shall be designed and placed so as to provide for safe pedestrian passage during the valet operation.
7. Diagram/aerial photo showing the proposed number and location of requested on-street parking spaces to be used for **customer drop-off / pickup at curbside**, to be signed and identified as a *Valet Parking Zone*;
8. Diagram /aerial photo showing proposed **number** and **location** of proposed remote parking spaces to be used for **parking of customer vehicles**. (NOTE: Any approved location for use of Village parking is not for the exclusive use by valet operators and shall not be signed or identified as such).
9. Diagram/aerial photo depicting the proposed street routes to be used by valet employees during both parking and retrieval;
10. The proposed days of the week valet services will be offered, and the specific proposed hours of operation for **valet services**, as well as the opening and closing schedule for the **primary business (restaurant)**.
11. Data, study, or narrative showing that the **number of spaces** requested for use, for the **hours and days of week** proposed, are generally vacant and available for use as valet parking.
For example, if valet service is proposed on Thursday through Saturday from [6:00]pm-[11:00] pm, the requested ___ number of valet spaces can be accommodated due to observed periods showing ___ spaces being available.
12. (IF APPLICABLE) Copies of any agreements with adjoining property owners indicating authorization to use off-site property for valet operations and data or a parking study showing such spaces are available; and
13. The number of valet employees that are proposed to be used during operating hours;
14. Complete list of names, driver's license numbers, addresses, and phone numbers of all attendants to be used by valet service;
15. Copy of proof of appropriate liability insurance - \$1,000,000 minimum per occurrence for bodily injury and property damage (Combined Single Limit) and \$1,000,000 umbrella insurance policy;
16. Completed indemnification waiver.