



CITY OF CLEVELAND
Mayor Frank G. Jackson

City of Cleveland
Department of Public Works
Traffic Engineering
601 Lakeside Avenue
Cleveland, Ohio 44114

Application for Services

Phone: 216.664.3195 • Hours of Operation: 8 am to 5 pm Weekdays • Fax: 216.664.3167

Date of Application _____ Permit for: Valet Parking Zone _____

Limousine Zone _____

New _____ Renewal _____ Day Care Pick-up/Drop-off _____

Company Name _____

Address _____

City and State _____

Contact Person _____ Phone # _____

Social Security # or Federal I.D. # _____

Location of proposed zone _____

(Address) _____

Days and Hours of Operation _____

A drawing is required which shall include the following:

- Address and location of the proposed zone
- Size of zone requested
- Street name and number of lanes at this location
- Location of proposed zone relative to all nearby features (i.e.: side streets, fire hydrants, driveways, telephone poles etc.)
- Current parking regulations/restrictions at the location of the zone and nearby
- Location where cars from the valet parking zone will be parked

FOR OFFICE USE ONLY

Application reviewed by: _____

Date _____

Approved _____ Denied _____

Reason _____

Fee paid yes no Date _____

Permit to commence on Date _____

THIS PERMIT MUST BE RENEWED ANNUALLY



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Valet Parking Permits

Applications for valet parking permits shall be made to the Division of Traffic Engineering and shall include a detailed drawing indicating the following:

- Address and location of the proposed valet zone.
- Size of the zone.
- Street name and number of lanes at this location (total).
- Location of the proposed zone relative to nearby features (i.e.; side streets, fire hydrants, driveways, telephone poles etc.).
- Current parking regulations/restrictions in the area of the proposed zone and nearby.
- Location of the area where cars from the valet zone will be parked.

Valet parking will not be permitted where:

- Establishing the valet zone would create or contribute to a traffic flow or traffic congestion problem.
- If the proposed zone is in an area that is already experiencing traffic congestion and there is adequate off-street parking available.
- The zone is currently in a restricted parking area (unless the Department of Traffic Engineering agrees to restriction changes).

Please allow two (2) weeks for the processing of the application. The zone shall go into effect ten (10) days after publication of a notice in the City Record and upon the posting of signs.

PERMITS MUST BE RENEWED ANNUALLY

DIVISION OF TRAFFIC ENGINEERING
VALET PARKING OVERVIEW

The City Ordinance regarding Valet Parking zones provides for the following:

- a) Director of Public Works authorizes establishment of zones upon recommendations from Commissioner of Traffic Engineering. Zone is not established if:
 - 1) It would create or contribute to traffic flow/congestion problem
 - 2) It is in an area already experiencing problems; there are adequate off-street areas available; and the zone cannot be implemented without first resolving the existing traffic problems.
 - 3) The proposed zone is currently a restricted parking area (unless we want to change the restriction).
- b) Zone is effective 10 days after publication in the City Record and upon posting of signage.
- c) Zone shall be suspended if street is lawfully closed.
- d) "Each zone established pursuant to this section shall be for public use and not reserved for any private use".
- e) Vehicles should not be parked in zone for more than 10 minutes and only to drop off vehicle.
- f) No "double parking".
- g) Valets must remove vehicles as soon as possible and they cannot be there more than 10 minutes.
- h) Director of Public Works has authority to make rules and regulations as necessary.

With the existing ordinances a guideline, the following are a proposed set of regulations for the establishment of a valet parking zone.

Valet Parking Zone Rules and Regulations

- 1) Valet parking zones shall be for public use and not reserved for any particular business establishment or any particular private used unless permitted by the Director of Public Works. Such restricted zones shall have signs posted informing the motorists of any such restrictions.
- 2) The valet zone shall be active between the hours of 6:00 P.M. and midnight, unless specifically permitted and noted on the posted signage, and only when safety cones have been set out to indicate that the valet service is in operation.
- 3) No person shall stand or park a vehicle in a valet parking area for a period in excess of ten (10) minutes.
- 4) No person shall stand or park a vehicle in a valet zone except for the express purpose of leaving a vehicle in the possession of a valet parking attendant then on duty.
- 5) Person using a valet parking zone must pull the vehicle to the curb. No person shall stop or park a vehicle alongside any other vehicle already stopped or parked curbside in a valet zone (i.e.; There shall be on “double parking” in order to use the valet zone).
- 6) Valet attendants shall remove vehicles from the City streets as soon as possible. In no case shall the vehicles remain on the street in excess of ten (10) minutes.
- 7) Permits for valet parking will only be issued where there is a designated off-street parking area for the vehicles. Valet parking operations shall not use existing on-street parking.
- 8) Valet operators shall not “temporarily park” or “store” vehicles in existing on-street parking areas. Existing on-street parking shall not be occupied, hindered or adversely impacted by the operation of the valet parking zone. (See #6).
- 9) Valet parking may be temporarily suspended due to construction or road closure as authorized by the City of Cleveland.
- 10) Operations of a valet parking zone in violations of these rules and regulations shall cause a fine to be levied and/or the permit to be withdrawn.