

# **City of Plymouth**

## **Valet Parking Policy & Application**

### **2024-2025**

#### **Fees and Permits**

1. All proposed businesses interested in utilizing valet parking shall apply by September 1<sup>st</sup> (or 60 days before valet services begin if after November 1<sup>st</sup>) to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable and ordinances. The application must be accompanied by the required documents as listed on the Valet Parking Permit Application form.
2. The applicant shall pay an initial fee and an annual renewal fee every year thereafter, or a temporary permit fee for one-day or special events permits. The amounts will be established by City Commission resolution.
3. Before a valet parking permit is issued, the applicant shall pay all required fees.
4. Prior to issuance of a valet parking permit, the City of Plymouth ("City") finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a Valet Parking permit. A permit will not be issued until all outstanding debts to the City are paid in full.
5. Nothing in the Valet Parking Permit Application shall be interpreted or construed as creating or establishing any type of business relationship between the City and the permit holder or between the City and the permit holder's contractor, agents, or employees. It is specifically acknowledged that if the permit holder hires or employs the service of any person, entity or enterprise to provide valet service, that such relationship exists solely as between the permit holder and that person, entity or enterprise.

#### **General Regulations**

1. All applicants, prior to being issued a valet parking permit, shall submit an application whereby the City shall "permit" the operation and the owner/applicant shall acknowledge the conditions and the City's authority to revoke the permit upon failure to comply with any of the conditions set forth herein.
2. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state and local regulations. The City will not accept responsibility for any damage whether direct or implied because of the operation of the valet parking services. Failure to comply with all state, county and municipal laws and this policy shall result in the following penalties:
  - a) For a first violation, a fee of one hundred fifty dollars (\$150.00)
  - b) For a second violation, a fee of three hundred (\$300.00)
  - c) For a third violation, the immediate termination of the valet parking permit
    - i. Failure to pay any fee levied for any violation within ten (10) business days of notice of a violation shall also be grounds for immediate termination of the valet parking permit

3. The City Manager or designee shall have the sole and absolute authority to make all final determinations regarding compliance with all alleged violations of applicable federal or state law or regulation, with any City ordinance or regulation or terms outlined in the application.
4. The exact location of the pick-up/drop-off points shall be approved at the sole and absolute discretion of the City. The addition or expansion of any pick-up/drop-off point will require advance written permission from the City. If the City Manager or designee determines the use of any pickup/drop-off point as a safety risk to the public, the use of that location shall stop immediately by order of the City Manager or their designee. Pick-up/drop-off points must be marked with cones provided by permit holder. No City or Downtown Development Authority (“DDA”) cones may be used in the pick-up/drop-off points.
5. All denials of applications and revocations of permits may be appealed in writing to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
6. Appeals of revocations shall stay further proceedings and the permit holder shall be permitted to continue valet parking operations pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public’s health, safety, or general welfare, the City Manager or designee may order the suspension of all valet parking operations pending a hearing, and the permit holder shall cease carrying on such activities pending such hearing.
7. It is the sole discretion of the approved applicant whether patrons of other establishments can use their valet service.

## Certificate of Insurance

A certificate of insurance naming the City as an additional insured that indemnifies and holds the City harmless must accompany all applications. Without this certificate, applications will be considered incomplete and will not be approved. Insurance certificates must list the name and location of the business applying for valet parking.

1. Additional Insured The additional insured on the certificate of insurance **must** read as follows:  
**The Business and the Contracted Valet Company Indemnifies and holds harmless the City of Plymouth, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.**
2. Cancellation Provision The cancellation notice on the certificate of insurance **must** read as follows:  
**Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**
3. Minimum Insurance Amounts *(see attached City of Plymouth Insurance Requirements for details)*
  - a. Commercial General Liability
    - \$2,000,000 Products/ Completed Operations
    - \$2,000,000 General Aggregate
    - \$1,000,000 Each Occurrence
  - b. Workers’ Compensation: Statutory
4. The City shall not be liable, nor responsible for, and shall be defended, held harmless, and indemnified by the permit holder and valet parking services contractor from all claims and/or

damages relating to any of the matters contained within this agreement or as otherwise provided within this agreement.

## Diagram and Site Plan

1. Valet parking operations shall not deviate from the approved diagram and site plan submitted with the application. The valet shall deliver the customer's vehicle to the approved private parking area and returned to the approved drop-off/pick-up point via the approved route.
2. Valet pick-up points must be distinctively identified as a valet station with one (1) portable pre-printed A-Frame sign. This signage must comply with the City of Plymouth's sign ordinance ([https://library.municode.com/mi/plymouth/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH78ZO\\_ARTXIXSI\\_S78-226TESI](https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI))
3. One (1) portable pre-printed A-Frame sign shall be allowed per valet station in the street and shall not be placed outside of the parking lane. The sign must include the valet parking fee, if any, and contact information to allow customers to contact the valet parking operator.
4. Applicant must provide written plan explaining how they will reserve approved public parking spaces in pick-up/drop-off areas on days of valet parking operation. City or DDA will not provide cones or signage for reservation of approved public parking spaces, no permanent signage will be permitted.

## Operations

1. Valet parking will be allowed from November 1<sup>st</sup> to April 1st on Thursdays, Fridays, Saturdays beginning at 5:30pm, and Sundays at noon. All valet parking operations will end at midnight with no new cars being parked after 11:00pm.
2. All applicants issued a valet parking permit must submit written monthly reports of utilization of valet parking, broken down with daily and monthly totals.
3. Under no circumstance shall pick-up/drop-off areas include more than 5 angled on street parking spaces or 3 parallel on street parking spaces. Pick-up and drop-off areas shall not include and/or be located directly adjacent to a handicap parking spot or striped handicap unloading area.
4. Only 1 valet parking pick-up/drop-off operation will be allowed per street per block. Joint applications from two or more businesses on the same street are welcome for consideration.
5. No municipal parking deck or parking lot spaces shall be used by a valet parking service to park vehicles. Valet parking services must use the approved site plan in privately owned areas only, no overflow into other public or unapproved private spaces will be permitted. Parking will not be allowed on grass or sidewalks, and the lot must maintain access for emergency vehicles including fire trucks and ambulances. In addition, the valet service cannot use the streets for pick-up/drop-off operations (only approved on-street parking spaces are permitted for pick-up/drop-off operations).
6. Valet service shall use only the approved route between pick-up/drop-off area and parking areas. Any deviation in route at any time for any reason must have written approval from the City.
7. Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.
8. If an approved valet pick-up/drop-off point interferes with the set-up of an outdoor dining area in March of each year this must be acknowledged in the written consent should a business have a valet parking operation that exceeds their storefront width or encroaches into a neighboring storefront
9. No business shall have an outdoor dining facility installed and a valet parking operation at the same time even if said outdoor dining is not operational.

10. All personnel furnished by the permit holder or valet service contractor will be employees of the permit holder or valet contractor, and the permit holder and the valet service contractor will be solely responsible for the terms and conditions of their employment and compensation.
11. Valet personnel shall be dressed in a standard and distinguishable uniform. Valet personnel shall also wear identification badges with their names prominently displayed.
12. Each valet will always be in possession of a valid Michigan operator's license, which shall be produced upon demand by a Police Officer or other person(s) designated by the City.
13. The valet shall keep the pick-up/drop-off areas and the surrounding areas free from litter or debris associated with the valet service.
14. Valet parking is not permitted during City approved special events. City reserves the right to prohibit valet parking operations because of anticipated or actual conflicts which may include festivals and similar events, parades, or repairs to the street, sidewalk, or public right of way. To the maximum extent possible, the business will be given prior written notice (via email) of any time during which the operation of the valet operations may be impacted.
15. The permit may be revoked by the City for any reason upon twenty-four (24) hours written notice to the permit holder. Cancellation by the permit holder must be provided to the City thirty (30) days prior to the date the cancellation is effective.

## **Application Schedule and Process**

Initial Application: Application form, required documents and fee payment are due to the to the Community Development Department 60 days before valet services begin.

Renewal Application: Application form, required documents and fee payment must be submitted to the Community Development Department 45 days before valet service is to begin.

Temporary Application: Application form, required documents and fee payment must be submitted to the Community Development Department 60 days before valet service is to begin.

*Applications missing required materials will not be reviewed. If approved, a copy of the permit will be sent to the applicant.*

## **Fee Schedule**

Application Fee: \$600 per new valet parking service application

Application Fee: \$500 per annual renewal of valet parking service application

*There is no annual automatic renewal, the City will review applications annually.*

Application Fee: \$300 per temporary valet parking service application for one-day or special event valet parking service



# City of Plymouth Valet Parking Permit Application

Permit #

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1666

## I. Applicant Information

|                   |      |                     |                          |
|-------------------|------|---------------------|--------------------------|
| Business Name     |      | Date of Application |                          |
| Name of Applicant |      | Phone Number        | Email Address (Required) |
| Applicant Address | City | State               | Zip Code                 |

## II. Hours of Operations

Valet parking will be allowed from November 1<sup>st</sup> to April 1<sup>st</sup> (approved one-time temporary permits will be acceptable outside of this timeframe) on Thursdays, Fridays, Saturdays beginning at 5:30pm, and Sundays beginning at noon. All valet parking operations will end at midnight with no new cars being parked after 11:00pm.

|                                                                                                                                                                          |  |                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------|--|
| <input type="checkbox"/> Thursdays ____:____PM to ____:____PM                                                                                                            |  | <input type="checkbox"/> Fridays ____:____PM to ____:____PM     |  |
| <input type="checkbox"/> Saturdays ____:____PM to ____:____PM                                                                                                            |  | <input type="checkbox"/> Sundays ____:____PM to ____:____PM     |  |
| Temporary/Special event operation:                                                                                                                                       |  |                                                                 |  |
| Date(s): ____ / ____ to ____ / ____ ____:____PM to ____:____PM                                                                                                           |  |                                                                 |  |
| Date(s): ____ / ____ to ____ / ____ ____:____PM to ____:____PM                                                                                                           |  |                                                                 |  |
| Date(s): ____ / ____ to ____ / ____ ____:____PM to ____:____PM                                                                                                           |  |                                                                 |  |
| <i>The permit holder may charge customers for providing valet parking services. The valet will be allowed to retain all tips and gratuities received from customers.</i> |  | For each parked vehicle, customers will be charged:<br>\$ _____ |  |
| Contact Name & Phone Number During Operation                                                                                                                             |  |                                                                 |  |

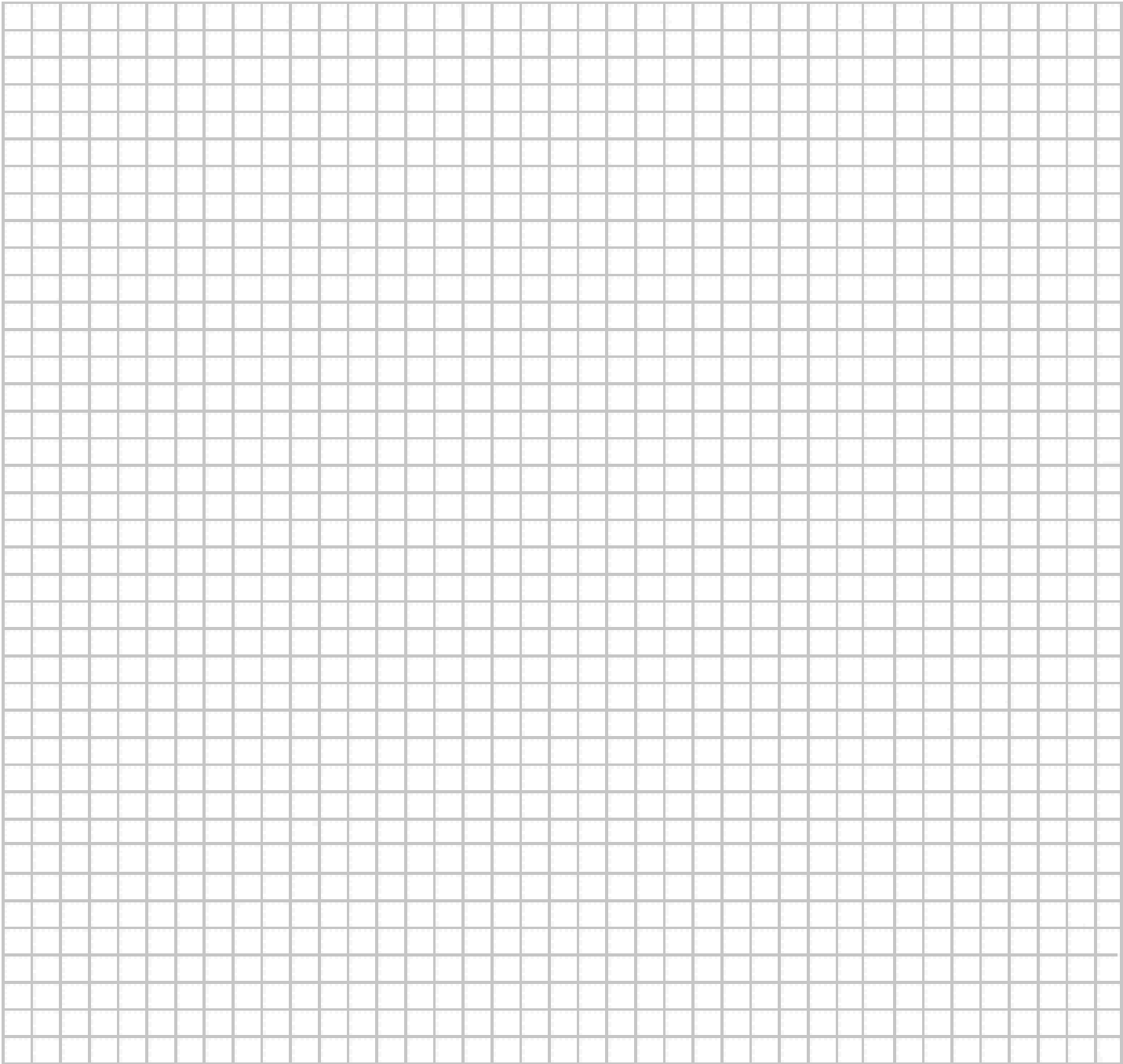
**III. Please attach required Documents** All applications for valet parking service must be submitted to the Community Development Department for review, and must be accompanied by the required documents as listed below:

|                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City reserves the right to request any additional information.<br/> <b>Applications missing required documents will not be reviewed.</b></p>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>                                                                                                                                     | <b>Written Agreement:</b> Copy of a written agreement between applicant or applicant's business and valet parking contractor that explains where cars will be parked. dates and times of valet services must be included.                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/>                                                                                                                                     | <b>Written Consent:</b> Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/>                                                                                                                                     | <b>Diagram and Site Plan:</b> <i>Grid template attached.</i> A one-page diagram or site plan depicting the street location where vehicles will be picked up/dropped off, traffic route to/from the approved private parking area and the placement of any other markers or cones. This diagram and site plan must accompany all applications, including annual renewals and temporary valet service applications. Clearly indicate the number and location of parking spaces to be used (i.e., the reserved area). |
| <input type="checkbox"/>                                                                                                                                     | <b>Signage Information:</b> Images and/or verbiage of signs must be provided as part of the diagram and site plan.<br><i>View Signage Ordinance here:</i><br><a href="https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodetd=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI">https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodetd=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI</a>                                                                                                             |
| <input type="checkbox"/>                                                                                                                                     | <b>Certificate of Insurance:</b> <i>Requirements and Sample attached.</i> A certificate of insurance naming the City as an additional insured indemnify and hold harmless must accompany all applications. Without this certificate, applications will be considered incomplete and valet service will not be allowed at that location for the season. Additionally, insurance certificates must list the name and location of the business applying for valet parking.                                            |
| <input type="checkbox"/>                                                                                                                                     | <b>Reporting:</b> I understand that I must submit monthly reports of utilization of Valet Parking, broken down with daily and monthly totals in writing.                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Application Fee</b><br/>         Payments should be made to the City of Plymouth and be submitted with the application and all required documents.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>                                                                                                                                     | \$600 per new permit application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/>                                                                                                                                     | \$500 per annual renewal permit application<br><i>There is no annual automatic renewal, the City will review applications annually.</i>                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/>                                                                                                                                     | \$300 per temporary permit application for one-day or special event valet parking service                                                                                                                                                                                                                                                                                                                                                                                                                          |

**IV. Applicant Signature**

|                                                                                                                                 |      |
|---------------------------------------------------------------------------------------------------------------------------------|------|
| I certify that I hold the City harmless from any claims arising out of my for-profit use of the public property defined herein. |      |
| Signature of Applicant                                                                                                          | Date |

\*Diagram must show where valeted cars are to be parked, along with the route the valet company will use to deposit and retrieve cars. Images from Google maps in satellite view or similar map with clearly marked traffic routes may be used. The permit holder and valet company must obey all state and local traffic laws. Signage placement and the placement of any other markers or cones must be indicated.





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                   |                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>Agency Name<br>Address<br>City, State Zip             | CONTACT<br>NAME:<br>PHONE<br>(A/C, No, Ext):<br>FAX<br>(A/C, No):<br>E-MAIL<br>ADDRESS:<br><br>INSURER(S) AFFORDING COVERAGE<br>INSURER A : Insurance Company<br>INSURER B :<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>INSURER F : |
| INSURED<br><br>Insured Name<br>Insured Address<br>City, State ZIP | NAIC #                                                                                                                                                                                                                                   |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR<br>LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                 | ADDL<br>INSR | SUBR<br>WVD | POLICY NUMBER | POLICY EFF<br>(MM/DD/YYYY) | POLICY EXP<br>(MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                              |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------|----------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |              |             | Policy Number | 7/1/2024                   | 7/1/2025                   | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPI/OP AGG \$ 2,000,000 |
|             | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                                    |              |             |               |                            |                            | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                     |
|             | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                     |              |             |               |                            |                            | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                  |
|             | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                               |              | N/A         |               |                            |                            | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Plymouth is included as additional insured with respect to general liability ATIMA.

**CERTIFICATE HOLDER****CANCELLATION**

|                                                         |                                                                                                                                                                                                 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Plymouth<br>201 S Main<br>Plymouth, ml<br>48170 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ACORD 25 (2016/03)

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