



# TEMPORARY VALET PARKING PERMIT APPLICATION

## DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Division  
3015 Market, Galveston, TX 77550

409/797-3660

planning@galvestontx.gov  
www.galvestontx.gov

### I. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Valet Location

\_\_\_\_\_  
Business Name

### II. APPLICANT INFORMATION

\_\_\_\_\_  
Applicant/Representative Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

### III. APPLICANT CHECKLIST – *All of the following items must be included:*

- Copy of the Valet Operator License
- Site Plan** – Indicating the locations of the on-street parking spaces and off street location proposed to be used for each service location. Indicate the location of any signs or attendant stands to be used by the application at the service location. Site Plan must include:
  - Scale, North Arrow, Legal Descriptions, Street Address
  - Location and dimension of the on-street parking spaces
  - Location of any signs or attendant stands with dimensions and distance from property lines and adjacent buildings
- Location of Off-Street Parking** – Signed copies of current leases or agreements from the property owners of the off-site lot being used for each service location including the number of parking spaces allowed to be used.
- Dates requested** (not to exceed four consecutive calendar days): \_\_\_\_\_
- Written Approval** – from the businesses or residences directly adjacent to the public right-of-way proposed for valet service use.
- Fees – Payable to the City of Galveston**
  - Application Fee: \$125.00
  - Additional Approved Parking Spaces Fee (above three spaces): \$50.00 per space
  - Paid Parking Fee: \$2.25 per hour, Monday through Sunday, 9:00am to 6:00pm. Applicable during requested hours of operation.

### IV. ACKNOWLEDGEMENTS

I certify that I have full authority to make this application, and that all information is correct and complete to the best of my knowledge and ability.

#### Please read and initial below:

\_\_\_\_\_ I certify that I have reviewed and understand the applicable regulations relating to the valet permit license, per ordinance 19-055.

