

# Valet Parking Reboot 3.0

Friday, March 21, 2014



# DDOT Overview

- **DDOT Mission**

- Safe and efficient transport of people goods and service throughout the District

- **PSRA Goals**

- Friendly, accurate, safe, and timely permit issuance

- **FY13 Statistics**

- 43,393 issued permits
- 24 valet parking permits issued
- Valet parking permits represent less than 1% of permits issued yearly



# Points of Contact

- **Permitting**

**Main Number**

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Engineering Technician

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**Courtney Williams**

Permit Manager

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- **Inspections**

**Main Number**

202-645-7050

**Ronald Tate**

PSI Inspector

202-438-7542

[ronald.tate@dc.gov](mailto:ronald.tate@dc.gov)

**James Henry**

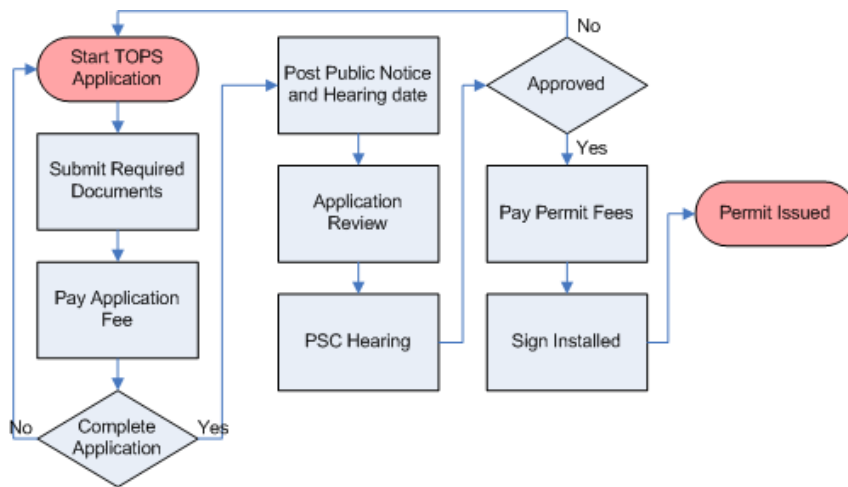
PSI Ward Manager

202-671-2393

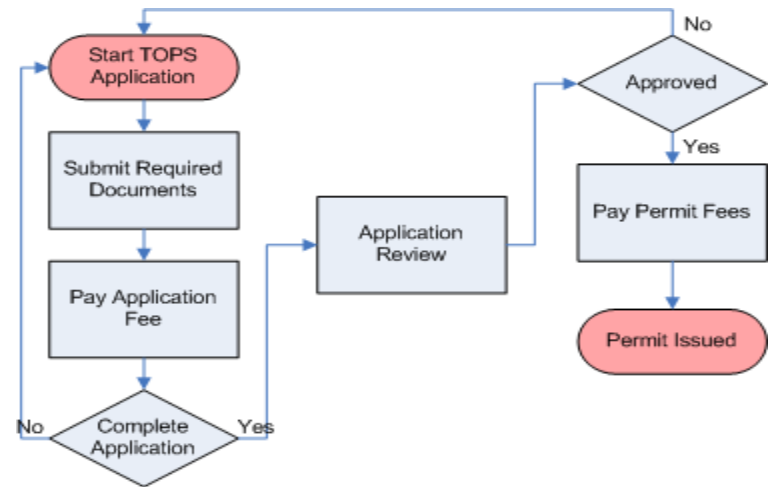
[james.henry@dc.gov](mailto:james.henry@dc.gov)

# Application Overview

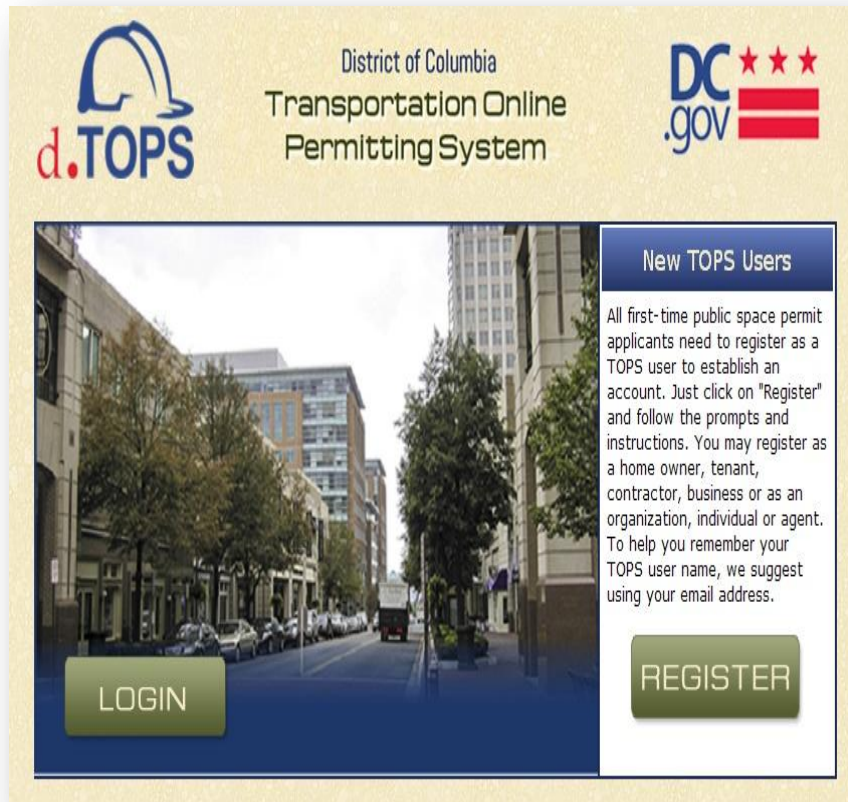
## New Applications



## Renewal Applications









# Application Process



- Visit <https://tops.ddot.dc.gov>
- Click Register (New Users)
- Click Login (Existing Users)

# Application Process

<b>Parking/Occupancy Permit</b>  Companies, residents and others may obtain Temporary Occupancy and Parking Permits required for the short term private use of public space in Washington, DC. Permits may be for metered/non-metered curbside parking for moving trucks or containers, a construction staging area, a block party, a parade, etc. <a href="#">Click here</a> for a full list of events. <b>ENTER</b>	<b>Construction/Excavation Permit</b>  Companies, residents or others may obtain a permit for work within the District's public space. Work may include paving constructing a fence or wall, installing or removing a bench, tree or overhead wires, excavating for utility line or sheeting & shoring installation, etc. <a href="#">Click here</a> for a complete list. <b>ENTER</b>	<b>Commercial Vehicle Permit</b>  To apply for annual and single haul truck tag, annual and one day loading zone permit and decal, permit for intercity bus, commuter bus and site seeing bus. <b>ENTER</b>
<b>Schedule an Inspection</b>  This option allows you to schedule/reschedule or cancel an inspection for deposit refund for an issued or expired construction permit. <b>ENTER</b>	<b>Public Space Rental/Annual Permit</b>  For businesses, companies or others who wish to apply for a permit to rent public space, or use public space for commercial purposes on an annual basis. This includes Valet permit, Farmers Market, Intercity bus etc. <a href="#">Click here</a> for complete list. <b>ENTER</b>	<b>Special Tree Removal Permit</b>  A tree within the District of Columbia that has a minimum circumference of 55 inches is termed as special tree and requires a permit for removal. If the tree is in private property, you must apply here. If it is on public space (between curb and sidewalk) use construction permit instead. <a href="#">View Special Tree Removal Permit Reports.</a> <b>ENTER</b>

- ▶ **Apply for Public Space Rental/Annual Permits**
- ▶ **View/Edit/Pay/Print**
- ▶ **Renew a Public Space Rental/Annual Permits**
- ▶ **Print Permit and Sign**

- From My Account Click Enter for Parking/Occupancy Permit
- Click Apply for Parking Signs/Temporary Occupancy Permits

# Application Process

The image shows a web application interface for permit applications. On the left is a sidebar with several buttons: "Parking on Public Street", "Sidewalk Closure", "Vaults", "Farmers' Market", "Intercity", "Valet Staging Zone" (highlighted with a red box), "Event Venue Valet Permit", and "Moving Container Company". The main area displays a form titled "PERMITTEE INFORMATION" with a checkbox "Same as Current User". Below this are fields for Business Name, Street Address, City, Zip, Email Address, Apt/Suite #, District/State (a dropdown menu showing "District of Columbia"), and Phone. A second section titled "VALET COMPANY INFORMATION" has a checkbox "Check if Applicant provides Valet" and similar fields for Business Name, Street Address, City, Zip, Email Address, Apt/Suite #, District/State, Phone, and a "DCRA Valet License#" field. A third section titled "PARKING GARAGE/LOT ADDRESS" includes fields for Facility Operator Name, Street Address, District/State, Phone, City, and Zip. Red arrows point from the explanatory text on the right to specific fields in the form: from "Permittee" to Business Name, from "Permittee street address" to Street Address, from "Valet Service" to the DCRA Valet License# field, and from "Facility Operator" to Facility Operator Name.

**PERMITTEE INFORMATION**  
☐ Same as Current User

Business Name: \*  
Street Address: \*  
City: \*  
Zip: \*  
Email Address: \*

Apt/Suite #: \*  
District/State: \* District of Columbia  
Phone: \* (numbers only)

**VALET COMPANY INFORMATION**  
☐ Check if Applicant provides Valet

Business Name: \*  
Street Address: \*  
City: \*  
Zip: \*  
Email Address: \*

Apt/Suite #: \*  
District/State: \* District of Columbia  
Phone: \* (numbers only)  
DCRA Valet License#: \*

**PARKING GARAGE/LOT ADDRESS**

Facility Operator Name: \*  
Street Address: \*  
District/State: \* District of Columbia  
Phone: \* (numbers only)  
City: \*  
Zip: \*

- **Permittee:** list the trade name first and the parent company name second
- **Permittee street address:** the street address for the business. It is where patrons come.
- **Valet Service** can be provided on a different street than the Permittee's street address (e.g. a business at the corner of two streets).
- **Facility Operator:** The owner or operator of the off street parking facility

- Click Valet Staging Zone
- Complete the required fields denoted with an asterisk



# Application Process

**STREET LOCATION FOR VALET STAGING ZONE LOCATION**

Enter your address and/or starting point in the search box below then select your parking location from the results returned.  
Type the word, "Interstate" to select Interstate 295 or 395.

**Address:**

Example: 2000 Pennsylvania Ave NW  
Or SSL Format: Square, Lot Example: 0101,0058 (no spaces)

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**VALET STAGING ZONE**

**TRAVEL LANE:** Hundred Block: 1100 Street Name: 4TH STREET

☐ **BIKE LANE** (Check this box if there is a bike lane adjacent to the valet staging zone)

**CURB LANE**

Minimum distance to intersection 40 Ft.

**Valet Staging Zone**

# of parking spaces \*  
Select One

Minimum distance to intersection 40 Ft.

10 ft. Area Adjacent to Valet Staging Zone 10 ft.

Sidewalk

Applicant's Business

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**PUBLIC SPACE RENTAL DAYS AND HOURS**

You may select only two(2) sets of hours. Indicate the days when the hours apply.  
(e.g. Sun through Thu 6:30p.m. to 10:30 p.m., Fri and Sat 6:30 p.m. to 11:30 p.m.)

**Days** ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat **Time Range** From  To

**Days** ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat **Time Range** From  To

**Address:** Use the block where the valet staging zone (VSZ) is proposed. It can be different from the permittee address from the Contact page.

VSZ must be at least two (2) spaces. Fee is \$0.50 per space per hour.

Propose up to two sets of days and hours for staging

- If the curbside in front of the business is not available (e.g. bus zone) select the nearest adjacent curb space. Submit a letter of support from the business adjacent to that curb space
- Select enough spaces to easily handle the largest number of vehicles to be picked up or dropped off at the same time.
- Do not select hours/days when parking prohibited. For example, do not select 5:00 PM start time if the curb lane has afternoon rush hour restrictions



# Application Process

Meters for 1100 4TH STREET

☐ Select All ☐ Unselect All

Multi Meter ID	Multi- Space Meter?	Parking Spaces	Side of Street	Unavailable Dates
<input type="checkbox"/> 60641191	Yes	1 ▼	West	
<input type="checkbox"/> 60641192	Yes	1 ▼	East	
<input type="checkbox"/> 60641193	Yes	1 ▼	West	
<input type="checkbox"/> 60641195	Yes	1 ▼	West	

**Requested Days:**  
Thu Fri 5:00PM-3:00AM  
Sun Sat 4:00PM-3:00AM

**Application Date:**  
3/20/2014 1:49:21 PM

**Total metered parking space:**  
0

- This page appears if there are meters on the block where the valet staging zone is proposed
- Identify the number of metered spaces within the proposed VSZ. It will usually be the same as the spaces selected on the prior page.
- The meter fee is charged for any hours when valet service is proposed for parking spaces when meters are active
- Select this box to record the meter selection

# Application Process

**Restrictions**

<b>Rush Hour:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Fire Hydrant:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Bus Stop:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Drop Off/ Lay By:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Drive Way:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Loading Zone:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Snow Route:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Street Cleaning:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Metro Entrance:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Utility Access (e.g. Manhole):</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Capital Bike Share:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Car Sharing Parking:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure
<b>Furniture/Fixtures:</b>	* <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure

Note: If you select "Yes" or "Not Sure" a review may be required.

- You cannot block rush hour, fire hydrant, bus stop/zone, driveway, loading zone, capitol bike share, or car sharing
- For drop off/lay by, metro entrance, utility, and furniture/fixtures a field visit is required
- You can use snow emergency routes and street cleaning areas (provided the valet hours don't overlap cleaning hours).

# Application Process

The screenshot shows a vertical list of document upload fields. Each field consists of a title, a 'Document:' label, a text input box, a 'Browse...' button, and an 'Upload Document' button. The fields are: 'Applicants Business License', 'Applicants Insurance Certificate', 'Applicant Certificate of Occupancy', 'Off-Street Parking Agreement/Lease', 'Photos of the Staging Zone', 'Site Plan', 'Valet Companys Liability Insurance Certificate', and 'Valet Parking License'. The first five fields are enclosed in red rectangular boxes. A red arrow originates from the first bullet point in the adjacent list and points to the 'Applicants Business License' field.

Document Title	Document Input	Browse...	Upload Document
Applicants Business License	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Applicants Insurance Certificate	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Applicant Certificate of Occupancy	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Off-Street Parking Agreement/Lease	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Photos of the Staging Zone	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Site Plan	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Valet Companys Liability Insurance Certificate	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>
Valet Parking License	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload Document"/>

- Only pdf and tif files accepted
- Make sure all documents that expire will not expire at least (3) months from the date the application is submitted.
- All information on the documents must match the information submitted with the application.
- See the valet document samples for more information
- Upload multiple documents if needed (e.g. photos showing sharp left, sharp right, and front views of the curb lane).

# Application Process

**TRAFFIC FLOW PLAN**

Describe the route vehicle will take leaving the valet staging zone going to the Off-Street Parking facility and returning from the Off-Street Parking Facility to the Valet Staging Zone. For example: Valet Staging Zone to right on X st. to right on Y St to Off-Street Parking Facility

Route to Staging Area:

Route from Parking Garage/Lot:

PERMIT FEE					
	Time	Hours per Day	Days in Week	Car Space(s)	Total Rent
Option1	5:00 PM to 3:00 AM	10	2	0	\$0.00
Option2	4:00 PM to 3:00 AM	11	2	0	\$0.00
Total Rent:					\$0.00
Sign Installation Fee:					\$150.00
Total Permit Fee:					\$150.00

**Important Notice** [View Conditions](#)

☐ I have read and I understand the conditions set forth on this application. I certify that the application and plans are complete and correct to the best of my knowledge. I further understand that penalties are provided for furnishing false information. I hereby request to perform the work specified in this application and agree to all the conditions. I agree to perform the work in accordance with all applicable laws, regulations, standards, and specifications of the District of Columbia.

Make sure the written routes match the map uploaded with the documents on the previous screen.

The sign installation fee is charged the first time only.

- The fees are estimates only. The actual fees will be charged based on the final approved permit.



# Application Process

**Application Status:** Pending Application Fee

**Tracking Number:** 10133829

**Requested Address:** 1101 4TH STREET SW

**Event:** Valet Staging Zone

**Requested Days:**

Thu Fri	5:00PM to 3:00AM
Sun Sat	4:00PM to 3:00AM

**Application Fees:** \$55.00

- Pay the \$50 application fee (+ \$5 technology fee) and the application is submitted.
- Complete applications will be processed in about 60 days.

# Questions

- **Permitting**

**Main Number**

202-442-4670

**Rahsaan French**

Engineering Technician

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**Courtney Williams**

Permit Manager

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