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
202-442-4670

Rahsaan French
Engineering Technician
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Courtney Williams
Permit Manager
202-442-8354
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**Inspections**

Main Number
202-645-7050

Ronald Tate
PSI Inspector
202-438-7542
ronald.tate@dc.gov

James Henry
PSI Ward Manager
202-671-2393
james.henry@dc.gov
Application Process

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

• From My Account Click Enter for Parking/Occupancy Permit
• Click Apply for Parking Signs/Temporary Occupancy Permits
Application Process

- **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 that 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

- **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

- 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

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).

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

- 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

- 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

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

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