



# PARKING AUTHORITY

## VALET PARKING RULES AND REGULATIONS

### Supporting Article 31. Subtitle 14 of the Baltimore City Code

#### I. Purpose

The purpose of these rules and regulations is to supplement and further define the process by which valet parking operators, and venues desiring valet parking zones, must comply with Article 31, Subtitle 14 of the Baltimore City Code (the Ordinance).

#### II. Obtaining a Valet Operator's License

- A. Obtain an application for a Valet Operator's License from the Parking Authority of Baltimore City (PABC). The Valet Operator's License Application is attached as **Exhibit A** to these Rules & Regulations. An electronic version of the application may be downloaded at:  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>
- B. Complete and submit the application to the PABC accompanied by a non-refundable application fee of **\$25.00**. Completed applications may be submitted electronically, and credit card payments of application fees can be made at:  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>, or may be mailed to PABC at 200 W. Lombard Street, Suite B, Baltimore, MD 21201.
- C. Upon receipt of the completed application and application fee, the PABC will review the application and will issue a Valet Operator's License to applicants that meet the requirements outlined in the Ordinance and pay the **\$250.00** Valet Operator License Fee within 60 days.  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>
- D. All valet operator licenses expire on the anniversary of their first (1<sup>st</sup>) individual effective dates.

#### III. Renewing a Valet Operator's License

- A. Obtain an application for renewal of a Valet Operator's License from the PABC. The Valet Operator's License Renewal Application is attached as **Exhibit B** to these Rules & Regulations. An electronic version of the application may be downloaded at:  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>.
- B. To renew a Valet Operator's License, the licensee must apply no less than 60 days nor more than 90 days before the license expires.

The application for renewal must be accompanied by a non-refundable annual license renewal application fee of **\$25.00**. The **\$250.00** operator license fee must be paid before the license is renewed. Completed applications may be submitted electronically, and credit card payments of application fees can be made at:

[http:// www.baltimorecity.gov/Government/QuasiAgencies/ Parking Authority.aspx](http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx) or may be mailed to PABC at 200 W. Lombard Street, Suite B, Baltimore, MD 21201.

#### IV. Obtaining a Valet Parking Zone Permit

- A. Obtain an application for a Valet Zone Parking Permit from the PABC. The Valet Parking Zone Permit Application is attached as **Exhibit C** to these Rules & Regulations. An electronic version of the application may be downloaded at: [http:// www.baltimorecity.gov/Government/QuasiAgencies/ Parking Authority.aspx](http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx).
- B. Complete the application and submit the form to the PABC accompanied by a non-refundable application fee of **\$500.00**.
- C. Post a Public Notice pursuant to Article 31, §14-20 of the Baltimore City Code utilizing the form attached as **Exhibit F**, with the same font and point size, printed on 11 inch by 17 inch paper. The posting must be conspicuous, visible from the outside of the requesting establishment, and reasonably proximal to the area where the proposed Valet Zone will be located. The sufficiency of the posting of notice is in the sole discretion of the Parking Authority. Failure to post sufficiently may result in the need to repost the notice or the denial of a Valet Parking Zone Permit.
- D. Upon receipt of the completed application and fee, and upon approval of the Valet Parking Plan by the Director of the Baltimore City Department of Transportation, a Valet Parking Zone will be established for, and a Valet Parking Zone Permit will be issued to, the host after corresponding use of right-of-way fee(s) has been paid. The use of right-of-way fee is **\$1,100.00** annually, regardless of the operational hours of the Valet Permit Zone. Completed applications may be submitted electronically, and credit card payments of application fees can be made at: [http:// www.baltimorecity.gov/Government/QuasiAgencies/ Parking Authority.aspx](http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx) or may be mailed to PABC at 200 W. Lombard Street, Suite B, Baltimore, MD 21201.

#### V. Renewing a Valet Parking Zone Permit

- A. Obtain an application for renewal of a Valet Parking Zone Permit from the PABC. The Valet Parking Zone Permit Renewal Application is attached as **Exhibit D** to these Rules & Regulations. You may also download an electronic version of the application at: [http:// www.baltimorecity.gov/Government/QuasiAgencies/ Parking Authority.aspx](http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx).
- B. To renew a Valet Parking Zone Permit, the host must apply no less than 60 days nor more than 90 days before the permit expires.
- C. With the exception of the issuance of short-term permits for special events, all permits issued expire on the first (1<sup>st</sup>) anniversary of their individual effective dates.
- D. The application for renewal must be accompanied by a non-refundable annual permit renewal application fee of **\$500.00**. Completed applications may be submitted electronically, and credit card payments of application fees can be made at: [http:// www.baltimorecity.gov/Government/QuasiAgencies/ Parking Authority.aspx](http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx) or may be mailed to PABC at 200 W. Lombard Street, Suite B, Baltimore, MD 21201.

- E. If the renewal application is approved, the corresponding use of right-of-way fee(s) **\$1,100.00** must be paid before renewal of a Valet Parking Zone Permit. Completed applications may be submitted electronically, and credit card payments of application fees can be made at:  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>.

**VI. Obtaining an Event Permit for Valet Operations**

- A. Obtain an application for an Event Permit for Valet operations. The Event Valet Parking Zone Permit Application is attached as **Exhibit E** to these Rules & Regulations. An electronic version of the application may be downloaded at:  
<http://www.baltimorecity.gov/Government/QuasiAgencies/ParkingAuthority.aspx>.
- B. Complete and submit the application to the PABC along with a fee of **\$10.00**, at least 7 business days prior to the date of the requested event.

**VII. Valet Regulation Areas and Order of Implementation**

1	Downtown/ Central Business District
2	Fells Point
3	Harbor East
4	Little Italy
5	Federal Hill
6	Mt. Vernon/Belvedere
7	Charles Village
8	Highlandtown
9	Canton
10	All Other Areas

**Note: Expected total implementation time is 24 months**

**VIII. Administrative Enforcement - Denials, Suspensions or Revocations**

A Valet Operator's license or renewal license may be denied, suspended, or revoked for any of the following causes:

- A. Making any materially false statement in any application for an operator's license or in any application or accompanying valet parking plan for a valet parking zone permit.
- B. Failing to pay the applicable license fee on or before its due date.
- C. Providing valet parking services in a way that endangers public safety.
- D. Violating any other provision of Article 31, Subtitle 14 of the Baltimore City Code, or of a rule or regulation or of a limitation or condition imposed on a license or permit issued under Article 31, Subtitle 14 of the Baltimore City Code.
- E. Failure to collect and properly remit parking taxes.
- F. Otherwise failing to meet the qualifications or other requirements for a license.

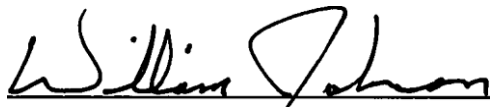
A valet parking zone permit or renewal permit may be denied, suspended, or revoked for any of the following causes:

- A. Making any material false statement in any application or accompanying valet parking plan for a valet parking zone permit; failing to pay the applicable permit fee on or before its due date.
- B. Providing or knowingly or negligently allowing a contract-operator to provide valet parking services in a way that endangers public safety.
- C. Providing or knowingly or negligently allowing a contract-operator to provide valet parking services that unreasonably disrupt vehicular or pedestrian traffic.
- D. Violating any other provision of Article 31, Subtitle 14 of the Baltimore City Code, or of a rule or regulation adopted under Article 31, Subtitle 14 of the Baltimore City Code, or of a limitation or condition imposed on a license or permit issued under Article 31, Subtitle 14 of the Baltimore City Code.
- E. Failure to collect and properly remit parking taxes.
- F. Failure to staff or utilize a valet parking zone for valet parking during its operational hours
- G. Otherwise failing to meet the qualifications or other requirements for a permit.

**IX. Administrative Appeals**

An aggrieved party may appeal to the Board of Municipal and Zoning Appeals the denial, suspension, or revocation of a license or permit; the imposition of a fine; or any other decision or ruling under Article 31, Subtitle 14 of the Baltimore City Code. The appeal must be submitted in writing within 15 days from the date of notice of the denial, suspension, or revocation, fine imposition, or other decision or ruling.

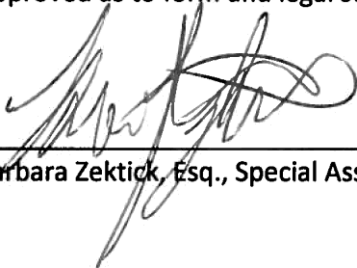
Approved by:



William Johnson, Director, Department of Transportation

12/13/13  
Date

Approved as to form and legal sufficiency by:



Barbara Zektick, Esq., Special Assistant City Solicitor

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# PUBLIC NOTICE

This notice is posted pursuant to Article 31, Subtitle 14 of the Baltimore City Code to inform that [name of establishment] has applied for a permit for a Valet Parking Zone of [insert#] linear feet to be located on [name of street], [in front of, beside] the entrance to this establishment. The Parking Authority of Baltimore City is currently reviewing this application. If you have questions regarding this application you may contact the Parking Authority at 443-573-2800. If you object to [name of establishment] receiving the permit, you must do so in writing, and **include your name and address by [insert date] to:** Director of Transportation

417 E. Fayette Street, 5th Floor  
Baltimore, MD 21202