



City of New Smyrna Beach

City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, Florida 32168
Telephone: 1 (386) 424-2132
Fax: 1 (386) 424-2148

Valet Parking Application

Location

Address: PID Owner:

Planning Application Request

Office Use Only		Request Type <input type="text"/>	Planning & Zoning Bd Hearing <input type="text"/>
Tracking No. <input type="text"/>	Case No. <input type="text"/>	File Status <input type="text"/>	Board of Adjustment Hearing <input type="text"/>
<input type="text"/>	Date Submitted <input type="text"/>	Date Closed <input type="text"/>	Accepted By <input type="text"/>
<input type="text"/>	Project Name <input type="text"/>		

Applicant Information

Please submit your Application Accurately with ALL required Attachments

Applicant Name <<<<<<< **MUST BE A PERSON**

Home Phone # Business:

Mailing Address Unit

Num Street Name Type Dir

City/State/Zip

City State Zipcode

Owner Name

Mailing Address Unit

Num Street Name Type Dir

City/State/Zip Phone #

City State Zipcode

Request

Zoning District

Subject Property Location Unit

Num Street Name Type Dir

Property Acreage

Notes

Fees

Request Type Fee	<input type="text"/>
Concurrency Review Fee	<input type="text"/>
Total Fee	<input type="text"/>
Exempt from Fee	<input type="checkbox"/>

Required Attachments

1. Completed Application Form
2. \$75.00 Application Fee
3. Graphic depiction of proposed valet parking layout (see attached)
4. Information on proposed signage (see attached)
5. Information on located of off-site parking (see attached)
6. Insurance policy (see attached)
7. Employment agreement letter (see attached)

Payments

No	Date	Amount	Type	Ck #
<input type="text"/>				
Balance Due		<input type="text"/>		

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant _____

Date _____

Print Applicant Name _____

Note: Application and all required support documents must be submitted in order for application to be considered complete.



REQUIRED SUPPORT DOCUMENTS

VALET PARKING

DESIGN STANDARDS

All City design standards for a parking lot must be met in the respective zoning district where the parking lot is proposed to be located. As an exception to this, the following design standards, regulations and restrictions apply:

- Individual spaces measuring 8 feet in width and 18 feet in depth are permitted
- Individual spaces may be stacked or double-parked no more than two cars long or wide
- Access aisles with reduced width are allowed at the discretion of the Development Services Director provided the aisle is used exclusively for valet parking spaces
- No through lane within a public right-of-way may be used for valet parking pickup
- The design of the parking lot shall be such that it does not interfere with adjacent vehicular or pedestrian traffic flow within a public right-of-way

OTHER STANDARDS

- One sign no greater than 3 square feet must be posted at the valet parking pickup area and must state the name of the establishment for which valet parking is intended and a cost to use the service if there is a cost
- Valet parking lot signs no larger than 3 square feet may be provided each entrance to a valet parking lot. If valet parking spaces are in a parking lot intended for non-valet parking, each space shall be posted with a sign not to exceed two square feet indicating that the parking space is reserved for valet parking only
- Off-premises parking lots may be allowed provided they are located no more than 1,500 feet from the entranceway of the building or structure containing the principal use

LICENSING REQUIREMENTS

- The license shall comply with all City design, sign and location standards contained in the City's Land Development Regulations, except as modified herein for valet parking
- The licensee shall maintain a one million dollar insurance policy issued by an insurance company licensed to do business in the state of Florida for personal and property damage arising out of unlawful or negligent acts of the licensee, its officers, employees, agents or invitees
- The licensee shall supply a letter addressed to the City, stating that it shall not employ as a valet parking attendant or valet ticket-taker, any person who has been convicted of a felony or a crime involving theft, dishonesty or moral turpitude; or who is less than eighteen years of age

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS
WILL NOT BE ACCEPTED.**