



VILLAGE OF SCHAUMBURG

Community Development Department
VALET PARKING PLAN REVIEW APPLICATION
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

SECTION I: DEVELOPMENT INFORMATION

1. INDEX INFORMATION: (*To be completed by Village Staff*)

2. BACKGROUND INFORMATION: (*All correspondence will be sent to the petitioner*)

a. Petitioner: _____
Corporation: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
(Number at which petitioner can be reached during business hours)

Fax Number: _____

E-mail Address: _____

Do you prefer materials to be faxed or emailed? _____

b. Relationship of Petitioner to Property:

c. Current Owner of Property: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Please list all valet parking operators for your property:

1. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Fax: _____
E-mail Address: _____

2. Valet Parking Service: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Fax: _____
E-mail Address: _____

Please note that the valet parking plan will not be reviewed until this petition has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department. Incomplete submittals will not be accepted.

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this valet parking plan.

Petitioner: _____
(Print or type name)

(Petitioner's Signature)

Date: _____

Attest: _____

Current Owner of Property: _____
(Print or type name)

(Property Owner's Signature)

Date: _____

Attest: _____

SUBMITTAL REQUIREMENTS – VALET PARKING PLAN

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The following items must be submitted with this application:

- 1. Original executed petition for Valet Parking Plan review _____
- 2. Fee: \$250.00 _____
- 3. One Plat of Survey with legible legal description of subject property _____
- 4. Site plan showing valet parking plan (see table below for number of copies) _____
- 5. One copy of valet parking operator’s valid Village of Schaumburg business license _____
- 6. One photo of key stand/kiosk _____
- 7. One photo of traffic control devices/cones _____
- 8. One copy of hang tag/customer receipt _____
- 9. One photograph of signage to be used in operation of valet service _____
- 10. Any other information deemed necessary by the Director of Community Development, the Zoning Board of Appeals, or the Village Board _____

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
<ul style="list-style-type: none"> • Valet Parking Plans 	<ul style="list-style-type: none"> • 2 scaled plans – no larger than 24” x 36” • 2 reduced plans – no smaller than 11” x 17” • CD with all plans saved as a <u>single .pdf</u> file (if possible) 	<ul style="list-style-type: none"> • 3 scaled plans – no larger than 24” x 36” • 13 reduced plans – no smaller than 11” x 17” • CD with all plans saved as a <u>single .pdf</u> file (if possible) • One copy of a letter responding to comments from PRG letter

VALET PARKING ORDINANCE

§ 129.01 PURPOSE.

Valet parking benefits businesses and their patrons by helping alleviate perceived parking deficiencies, enhancing customer service, and encouraging maximum use of less accessible parking spaces. However, unregulated valet parking may cause traffic flow stoppages, unanticipated traffic movements, parking violations and unauthorized use of public areas and private parking spaces. The purpose of this article is to regulate valet parking where its undesirable effects significantly affect public areas or public safety.
(Ord. 00-123, passed 9-12-00)

§ 129.02 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

ATTENDANT. A person employed by a licensee who drives a vehicle while providing valet parking.

PERSON. A natural person, firm, partnership, association, corporation or other business entity, and employees, agents and subcontractors thereof.

SPONSOR. Any person who operates, or causes to be operated, a valet parking operation at the sponsor's place of business or function.

VALET PARKING OPERATION. The receiving, taking possession of, driving, moving, parking, or leaving standing, any vehicle that is left at one location to be driven to another location for parking, whether or not a charge is levied and whether or not done under contract to the business or organization for which the vehicles are being parked, or done independently. It does not include operators of public or private off-street parking operations or facilities where customers park their own vehicles and remove the keys themselves.

VALET PARKING OPERATOR. A person who employs one or more attendants for the purpose of providing a valet parking service or who provides such services as a contractor, but not in the capacity of employee, at any business establishment, for the purpose of providing a valet parking service to such establishment.

VALET PARKING SERVICE. A parking service provided to accommodate patrons of any business establishment, which service is incidental to the business of the establishment and by which an attendant on behalf of the establishment takes temporary custody of the patron's motor vehicle and moves, parks, stores, or retrieves the vehicle for the patron's convenience.
(Ord. 00-123, passed 9-12-00)

§ 129.03 LICENSE AND PERMIT REQUIRED.

After February 1, 2001, no person shall conduct a valet parking service unless the person has obtained a valid valet parking operator business license, and no valet parking operation shall be conducted, except in accordance with a valid valet parking operation permit issued by the Village of Schaumburg in accordance with this chapter.

(Ord. 00-123, passed 9-12-00)

§ 129.04 VALET PARKING OPERATOR LICENSE ISSUANCE AND RENEWAL CONDITIONS

No valet parking operator license, or renewal thereof, shall be issued unless the following conditions are met:

- (A) The valet parking operator shall park all cars entrusted to the applicant in legal, off-street or legal, on-street sites and shall conduct valet parking operations according to the valet parking plan approved by the Village of Schaumburg and all the provisions of this chapter.
- (B) The applicant provides proof to the Village Collector that the applicant has obtained liability insurance covering all locations at which the applicant operates or seeks to operate in the minimum amounts of \$1,000,000 per occurrence for public liability; \$100,000 per occurrence for property damage; and, one hundred thousand dollars \$100,000 per occurrence for garage keepers' legal liability. The insurance policy shall be for a term at least coextensive with the duration of the license and shall not be subject to cancellation except upon 30 days prior notice to the Village Collector. Upon termination or lapse of the licensee's insurance coverage, any license issued to the licensee shall automatically expire.
- (C) Said valet parking business license shall be issued, renewed, and may be suspended or revoked in accordance with Chapter 110 of this code.
- (D) No additional fee to the Schaumburg business license fee shall be charged for a valet parking operator's business license.

(Ord. 00-123, passed 9-12-00)

§ 129.05 VALET PARKING OPERATIONS.

- (A) The holder of a valet parking license shall at all time conduct valet parking operations in accordance with this chapter and in accordance with an approved valet parking plan.
- (B) The valet parking operator and his employees shall, when conducting a valet parking operation, wear a clearly legible patch, insignia, or badge on the clothing stating the name of the valet operation.
- (C) Valet parking spaces may be designated with a portable device, no taller than four feet (cones, for instance) with no markings, letters, words, numbers or lights on them. These devices may only be placed no earlier than one hour before valeting begins, and must be removed within one hour of the cessation of valet parking operations.
- (D) No permanent signs for valet or other signs or devices designating valet parking spaces may be used other than the portable devices defined in subsection (C) of this section.
- (E) Circulation in a parking lot shall not be impeded by valet parking operations.
- (F) "Stadium parking," double or triple parking may be approved if circulation is not impeded and is part of an approved valet parking plan.
- (G) If off-site property is used for valet parking, as shown on an approved valet parking plan, and the owner of the off-site property revokes or otherwise abrogates the use of that off-site property for valet parking, said valet parking operation which utilized said off-site parking shall cease to use

that property for valet parking. The sponsor must submit a new valet parking plan within 30 days of such loss of off-site parking.

- (H) Valet parking operations may only be conducted in areas shown on an approved valet parking plan. In the event that all of the parking spaces available in that parking plan are in use, the valet parking operations may use other available spaces in the subject parking lot. Under no circumstances will these parking spaces outside the approved valet parking plan be reserved at any time. Valet parking operations outside of the approved plan area shall cease when vacancies occur within the approved plan area.
- (I) Vehicles in staging areas used for valet drop off as shown on an approved valet parking plan, may be stored or parked for no longer than five minutes per vehicle.
- (J) All structures used in a valet parking operation, other than permanent structures approved by the village and shown on a site plan in accordance with Chapter 154 of this code, shall be portable and placed in operation and in view of the public no earlier than one hour before valet parking operations commence and must be removed from the view of the public no later than one hour after the cessation of valet parking operations. These structures may not impede pedestrian circulation nor create a driver view obstruction.
- (K) Fire lanes may not be used to "hold", park, or store vehicles and may not be blocked or impeded by any valet parking operation activity.
- (L) It shall be a violation of this chapter for a valet to drive a vehicle or park a vehicle that violates any law related to moving vehicles or parking.
- (M) Dashboard ticket. Every valet parking operator shall place or cause the operator's agent to place on the dashboard of each patron's vehicle a ticket stating the valet company and its phone number in such a manner so as to be conspicuously visible through the windshield of the patron's vehicle.
- (N) Valet parking receipt. All valet parking attendants must, upon taking custody of a patron's vehicle, issue a numbered receipt to each customer, containing the name, address, and telephone number of the company providing the valet service, a statement that the company has liability insurance as required by this chapter, and the charge for the valet service.

(Ord. 00-123, passed 9-12-00; Am. Ord. 01-61, passed 5-8-01)

§ 129.06 VALET PARKING PLAN--PERMIT REQUIRED.

- (A) No business or person in the Village of Schaumburg shall provide a valet parking service nor shall any valet parking operation be conducted unless a valet parking plan for that business or person has been approved, and a valet parking permit has been issued in accordance with this chapter.
- (B) The valet parking sponsor shall be responsible for submitting the valet parking plan.
- (C) The valet parking permit shall be issued to the sponsor, not the valet parking operator.
- (D) Valet Parking Plan Contents.
 - (1) On a sheet no larger than 24 inches by 36 inches, drawn to a scale of one inch equals 20, 30, 40 or 50 feet.

- (a) All buildings, parking lot layouts, streets, and fire hydrants within 150 feet of where valet parking operations will take place.
 - (b) The location of all valet parking spaces.
 - (c) The location of drop-off and holding areas.
 - (d) The location and elevations (pictures, renditions) of all structures to be used during valet parking operations.
 - (e) Valet parking, circulation routes, and patterns.
 - (f) The time of valet parking operations.
 - (g) The number of parking spaces to be reserved for valet parking.
 - (h) The parking pattern (vehicle movement pattern).
- (2) A valet parking report, including the following:
- (a) Data showing that the reserved spaces are available. Parking calculations as follows: that the valet parking spaces are in excess of those required by Chapter 154, Zoning, of this code; or, if said spaces are not in excess of Chapter 154, that the valet spaces are not needed when the valet operations will occur or required by Chapter 154 of this code; or as part of a condition of a Village approved site plan on special use for any other business than the sponsor; and, or if valet parking will be conducted on shared parking spaces or off-site.
 - (b) If spaces off the property being served or the spaces are shared by others than the sponsor, in a shopping center for instance, are utilized, a letter from the off-site property owner of the owner of the spaces that are shared with others than the sponsor, agreeing to the time and location of the designated valet spaces shall be provided. Unless the off-site valet spaces are excess to those required by code, a parking study shall be provided showing the off-site spaces are actually available when valet parking operations.
 - (c) The time valet parking operations will be conducted.
 - (d) The number of valet parking spaces to be used by the valet parking operator.
 - (e) The number of valets to be used.
- (3) Copies of the valet parking operator's valid valet parking operator's license.
- (4) The name, address and telephone number of the sponsor and all valet parking operators to be used.
- (5) If applicable, agreements with off-site businesses to use their property for valet operations and a parking study showing such spaces are available.
- (6) Any other information deemed necessary by the Director of Community Development, the Zoning Board of Appeals, or the Village Board.

§ 129.07 PROCEDURES.

- (A) Regular valet parking permits. There shall be two types of valet parking permits; regular and special event. Regular permits shall be processed by application to the Director of Community Development who shall administer the provisions of this chapter. The regular valet parking permit shall be \$250. The Director of Community Development shall make a report to the Zoning Board of Appeals about and transmit the valet parking plan and request for a valet parking permit for their consideration. The Zoning Board of Appeals shall make a recommendation concerning the permit application and valet parking plan to the Village Board. The Village Board shall have the authority to deny the permit, approve, or approve the permit with conditions.
- (B) Special event valet parking permit. Valet parking permits for valet parking operations that are no longer than seven consecutive days in duration and for which will occur no more than five times in a consecutive 365 day time frame on the same property, may be approved or denied by the Director of Community Development so long as all other provisions of this chapter are followed. The special event parking permit application fee shall be \$50. The applicant may appeal the Director of Community Development's denial of a permit in accordance with the appeal provision of Chapter 154, Zoning, of this code.
- (C) Variances. Variations to the provision of this chapter shall be processed and notice given in the same manner as provided for variances in Chapter 154, Zoning, of this code.

§ 129.08 ENFORCEMENT AND PENALTIES.

- (A) A valet parking operator's business license or a valet parking sponsor's business license may be revoked or suspended under the provision of Chapter 110, Business Regulations, of this code.
- (B) Permit revocation, suspension, and/or imposition of fines. The Village Manager may initiate a permit suspension or revocation, and/or imposition of fines for violations of this chapter or the approved valet parking plan or because the valet parking operations are at variance with the purposes of this chapter. This process will include; notice to the sponsor who holds the valet parking permit or violations, the reasons for suspension or revocation and/or imposition of fines, and the date and location at which the Village Manager will consider a recommendation to the Village Board concerning a permit suspension or revocation, and/or imposition of fines. The Village Board may, by majority vote, revoke or suspend a valet parking lot permit, or impose fines after recommendation from the Village Manager.
- (C) Permit amendment. The Director of Community Development or the Village Manager may initiate a permit amendment. This process shall include the date and location at which the Zoning Board of Appeals will consider a recommendation to the Village Board concerning the permit amendment. The Zoning Board of Appeals may recommend to the Village Board the terms of the valet parking plan amendment. The Village Board may, by majority vote, amend the permit after recommendation from the Zoning Board of Appeals.
- (D) The maximum fine for violation of this chapter shall be \$500 per day per violation.

(Ord. 00-123, passed 9-12-00; Am. Ord. 03-35, passed 03-11-03)