

City of White Plains - Department of Parking

Valet Parking Rules and Regulations

I. Introduction

These rules and regulations supplement and further define requirements of valet parking operators and sponsors who provide on-street valet parking services as provided for in Chapter 4-27 of the White Plains Municipal Code. The use of public streets and rights-of-way for valet parking services may impede travel, interfere with the rights of others using the streets and rights-of-way, and may affect public safety and create a public nuisance. On-street valet parking services are permitted as a special privilege. Valet parking, when operated properly, promotes the more efficient use of limited on-street parking spaces. A Valet Operating Permit allows the holder the use of street curb space as approved by the Common Council during approved time periods. On-street valet parking service operators must provide service to the general public, at the rate specified in the permit, regardless of their destination. The approval of any permit for the use of the public right-of-way is on a temporary and nonpermanent basis. Permittees shall not have any entitlement to the granting or continuation of any permit for the use of any public right-of-way. No street curb space shall be used for valet parking without a permit issued hereunder.

II. Obtaining a Valet Operating Permit or Temporary Valet Operating Permit

- A. An application for a Valet Operating Permit shall be on an “Application for Valet Operating Permit” form issued by the Department of Parking.
- B. An application for a Temporary Operating Permit shall be on an “Application for Temporary Valet Operating Permit” form issued by the Department of Parking.
- C. The valet operator and sponsor must complete and submit the application along with a non-refundable application fee. The sponsor must be an establishment located in the City of White Plains that will be serviced by the proposed on-street valet parking service.
- D. Upon receipt of the completed application and application fee, the Department of Parking will review the application and will make a determination if the applicant meets the requirements outlined in Chapter 4-27 of the White Plains Municipal Code.
- E. When an applicant requests the establishment of a new, or the increase in the size of an existing, off-street Valet Parking Area within a municipal parking facility, the Department of Parking will evaluate and review the request. If the requested Valet Parking Area is not approved by the Department of Parking, the application will be denied.
- F. A request for the establishment of an on-street Valet Loading Area will be forwarded to the Transportation Commission for their evaluation and review. If approved by the Transportation Commission, a request for the establishment of an on-street Valet Loading Area will be forwarded to the Common Council for their evaluation and review.
- G. If it is determined that the applicant meets the requirements outlined in Chapter 4-27 of the White Plains Municipal Code and if the Common Council has approved the requested on-street Valet Loading Area, the Department of Parking will notify the applicant of the pending approval of the application.
- H. Upon receipt of the pending approval of the application, the applicant will have thirty (30) days to submit the annual permit fee, the annual valet loading area fee, and the annual fee for any required valet parking meter bags.
- I. Upon receipt of all required annual fees, the Department of Parking will issue a Valet Operating Permit which will be valid for one year.

III. Renewing a Valet Operating Permit

- A. An application for renewal of a Valet Operating Permit shall be on an “Application for Valet Operating Permit” form issued by the Department of Parking.
- B. The valet operator and sponsor must complete and submit the application for renewal no less than 45 days and no more than 75 days before the existing permit expires. The failure to submit the renewal request within the required period will require payment of an original application fee for the application to be considered.
- C. Upon receipt of the completed application, the Department of Parking will review the application and will make a determination if the applicant meets the requirements outlined in Chapter 4-27 of the White Plains Municipal Code.
- D. If it is determined that the applicant meets the requirements outlined in Chapter 4-27 of the White Plains Municipal Code, the Department of Parking will notify the applicant of the pending approval of the application.
- E. Upon receipt of the pending approval of the application, the applicant will have thirty (30) days to submit the annual permit fee, the annual valet loading area fee, and the annual fee for any required valet parking meter bags.
- F. Upon receipt of all required annual fees, the Department of Parking will issue a Valet Operating Permit which will be valid for one year.

IV. Insurance

- A. General Liability Insurance in an amount of at least three million dollars (\$3,000,000) must be maintained during the term of the Valet Operating Permit.
- B. Motor Vehicle Insurance in the following amounts must be maintained during the term of the Valet Operating Permit.
 - 1. Bodily Injury or Death: One Million Dollars (\$1,000,000) per person, Three Million Dollars (\$3,000,000) per occurrence.
 - 2. Property Damage: One Million Dollars (\$1,000,000)
- C. Valet Operator and Sponsor’s general liability policy and any umbrella liability policy shall be endorsed to include the indemnification of the City.

D. The Valet Operator and Sponsor shall increase the amount of any of its insurance policies should such an increase be required by any law of the State of New York or any rule or regulation of any public entity with appropriate jurisdiction.

E. All insurance policies, except workers compensation and disability policies, shall bear the name of both valet operator and sponsor and the City of White Plains as named insureds and shall be from an insurance company with an A.M. Best Insurance rating of "A-" or better.

V. General Rules

A. On-street Valet Loading Area

1. Only valet loading areas approved by the Transportation Commission and the Common Council may be utilized by the valet operator.
2. Vehicles shall only be left in the Valet Loading Area for the purposes of loading or unloading of vehicle driver and passengers.
3. Vehicles shall be promptly removed from the Valet Loading Area and transported to the designated off-street Valet Parking Area.
4. Vehicles shall not be parked in the Valet Loading Area or in any other on-street parking space.
5. Only City approved signs shall be posted or placed in or near the Valet Loading Area.
6. When approved valet loading areas contain single-space parking meters, the operator shall cover the parking meters utilizing valet parking meter bags provided by the Department of Parking.
7. Valet parking meter bags may not be placed over single-space parking meters outside the operating days and hours approved on the valet operating permit.
8. Valet Loading Areas shall not be encumbered outside the operating days and hours approved on the valet operating permit.
9. Valet parking meter bags shall not be placed on parking meters outside the operating hours approved on the valet operating permit.

B. Valet Parking Areas

1. The applicant shall be responsible for providing adequate automobile storage to accommodate all valet parked vehicles.
2. The valet operator shall not use public streets, right-of-way, or any approved on-street Valet Loading Area for vehicle storage.
3. When Valet Parking Areas are provided in private third party facilities, the cancellation of any contract, lease, or license for the use of the private parking facility will immediately revoke the Valet Operating Permit.
4. When Valet Parking Areas are provided in public parking facilities as approved by the Department of Parking, the removal of the approved Valet Parking Area by the Department of Parking will immediately revoke the Valet Operating Permit.
5. When Valet Parking Areas are provided in public parking facilities, the applicant must purchase Valet Parking Permits from the Department of Parking for the required number of valet parking spaces. The failure of the applicant to purchase the required Valet Parking Permits will immediately revoke the Valet Operating Permit.
6. Valet Parking Areas will only be provided within public parking facilities where the Department of Parking determines that excess parking spaces are available.

C. Valet Operator Staffing

1. Valet operator shall provide sufficient number of valet parking attendants to ensure the safe and efficient operation of the valet parking service.
2. Valet operator shall, at all times, provide no less than the minimum number of valet parking attendants as indicated on the approved valet operating permit.
3. Valet parking attendants shall have in their possession, at all times, a valid driver's license and shall present it upon request by City officials.
4. Valet parking attendants shall be in the uniform specified on the approved valet operating permit application.
5. Valet parking attendants shall wear on their uniform a nametag identifying the employee's name and the name of the valet operator.

6. Valet parking attendants shall perform their duties in a courteous and professional manner.

7. Valet parking attendants shall comply with the requirements of Chapter 4-27, these rules and regulations, and all applicable laws, statutes, and ordinances.

D. Records

1. The valet operator shall maintain or cause to be maintained records of the number of vehicles utilizing all off-street parking facilities each day and make such records available for inspection by the City.

VI. Rates

A. Original Application Fee
\$200

B. Annual Permit Fee
\$300

C. Temporary Application and Permit Fee
\$75

D. Use of On-street Valet Loading Area
\$50.00 per linear foot of street curb space per year.

E. Use of On-street Valet Loading Area for Temporary Valet Operating Permits
\$1.00 per linear foot of street curb space per day.

F. Use of Valet Parking Meter Bags
\$1.00 for each valet operating hour per bag per day

G. Valet Parking Permit
\$40.00 per month per space

VII. Valet Parking Areas in Public Parking Facilities

A. White Plains Center Garage

1. Level LL1, Spaces xxx – xxx

a) Monday – Friday, beginning 5PM to following 1AM

b) Saturday-Sunday, beginning 11AM to following 1AM