



City of Grand Rapids

Valet Parking – Map Additions Checklist

PRELIMINARY INFORMATION

- Proposed map additions must be located in an existing loading zone measuring between 30 and 60 feet in length.
- To apply for the creation of a new loading zone or to move an existing loading zone applicants must fill out the [Loading Zone](#) application located on the Traffic Safety webpage. Applicants should wait to apply for a new map addition until after their loading zone has been approved.

CHECKLIST

<input type="checkbox"/>	Map showing the proposed location to be considered.
<input type="checkbox"/>	Written justification for why the map addition is necessary and beneficial to the business or businesses and the City.
<input type="checkbox"/>	Proof of notice issued to all businesses within a City block of the desired valet parking zone of the intent to apply for its use. Notice must be given of intent to apply at least ten (10) days prior to submitting an application.
<input type="checkbox"/>	Completed Map Addition application (part I and II).
<input type="checkbox"/>	Proof of consent or approval from the duly authorized representative of each business listed on the application.
<input type="checkbox"/>	Copy of a contract with a licensed Valet Company.
<input type="checkbox"/>	A completed valet parking plan form with a mapped parking plan meeting all requirements outlined in Sec. 7.596 of Chapter 113.
<input type="checkbox"/>	Non-refundable application fee .
<input type="checkbox"/>	Once the application has been approved there are additional fees that will be assessed by Parking Services for the use of the zone.
<input type="checkbox"/>	License must be prominently displayed on the property of the principal applicant.

*Rules and regulations associated with Valet Parking can be found in [Chapter 113](#) of the Grand Rapids City Code entitled “Valet Parking.”

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”