



# APPLICATION

## SPECIAL EVENT COMMERCIAL PARKING LOT PERMIT

### Application Type

☐ New Application      ☐ Annual Renewal (not allowed if a change of use, tenant, or ownership)

### Parking Area Property Information

**PROJECT ADDRESS:** \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current Property Use: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Is there an existing Shared Parking Agreement for this property?      ☐ Yes      ☐ No

### Applicant Information (Lot Operator/Responsible Party)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Sales Tax ID #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Property Owner Information (If Owner is not Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Sales Tax ID #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Submittal Requirements:

- ☐ **Copy of General Liability Insurance Certificate** including Independent Contractor's Liability, Completed Operations and Contractual Liability, fully insuring Operator/Responsible Party's liability for injury to or death of third parties, extended to include personal injury liability coverage and for damage to property of third parties, with a minimum limit of \$1,000,000.00 per occurrence/\$2,000,000 annual aggregate.
- ☐ **Parking Site Plan**, to scale, showing site layout, dimensions, aisle width, handicapped spaces, ingress and egress, parking space number and arrangement, placement of required sign, paving, lighting, number and placing of parking attendants, placement of cash-handling area, and building square footage. The plan shall be no larger than 11" X 17".
- ☐ **Notarized Authorization Statement and Affidavit** provided on page 2 of this application.
- ☐ **Copy of Valid Texas Sales Tax Permit**

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## Property Owner Authorization Statement

This is to certify that \_\_\_\_\_ (property owner), the stated undersigned, authorizes \_\_\_\_\_ (applicant), the stated undersigned, to operate a commercial parking lot in accordance with the "Special Events Parking" Chapter of the Code of the City of Arlington, Texas, on property I own at \_\_\_\_\_ (property address).

Owner Signature

Date

Printed Name

Applicant Signature

Date

Printed Name

Before me, the undersigned authority, on this day personally appeared (Owner) \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas

Before me, the undersigned authority, on this day personally appeared (Applicant) \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas

## Affidavit

STATE OF TEXAS

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF \_\_\_\_\_

§

§

BEFORE ME, the undersigned authority, personally appeared the person who has signed below, who, being by me duly sworn, deposed as follows:

"I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated. I have personal knowledge of the facts contained in this affidavit. The facts stated herein are all true and correct.

"I swear and affirm that I am the owner (or the authorized signatory on behalf of the owner) of the property located at \_\_\_\_\_ (address) and that there is an active nonresidential use at that location."

AFFIANT SIGNATURE

DATE

PRINTED NAME OF AFFIANT

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas