



**APPLICATION FOR A PARK-FOR-HIRE PERMIT (PHP)
FOR OFF-STREET PARKING ON PRIVATE PROPERTY**
City of Atlanta, Department of Public Works (DPW) (404)330-6501

PHP- _____ - _____ - _____

APPLICANT _____

*Applicants must appear in person to file an application. Applications by mail or courier will not be accepted.

COMPANY _____

ADDRESS _____

PHONE NO. _____ EMAIL _____

PROPERTY OWNER _____

ADDRESS _____

PHONE NO. _____ EMAIL _____

Stamp date received

ADDRESS OF PROPERTY _____

PARCEL ID NUMBER _____ **PARKING GARAGE:** _____ **SURFACE PARKING LOT :** _____

NAME IN WHICH PERMIT IS TO BE ISSUED _____

PROJECT SUMMARY

HAS THE LOCATION PREVIOUSLY BEEN USED FOR PARKING? IF SO, PROVIDE ANY DETAILS YOU HAVE ON THIS FACILITY, INCLUDING DATES OF OPERATION. _____

IS THE FACILITY OR LOT SINGLE USE OR SHARED USE? _____

IS THE FACILITY OR LOT ATTENDED OR UNATTENDED? _____

IS THIS A GARAGE OR SURFACE LOT? _____

PLEASE STATE THE TOTAL NUMBER OF SPACES: _____

HOURS OF OPERATION: _____

DESCRIBE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT: _____

INSTRUCTIONS (submit one copy unless otherwise noted):

- **Permitted Use Verification Requirements (see detailed checklist):**
 - 1) **Property Landowner Authorization:** Submit required notarized owner consent per attached form.
 - 2) **Copy of Deed or Management/Lease Agreement:** If deed- entire document. If management/lease agreement- first page noting address, parties, and contract dates AND signatory page.
 - 3) **Zoning Verification of Permitted Use.** In-house verification will be obtained from the Office of Buildings.
 - 4) **Survey/Site Plan (submit 3 copies)**
 - a) Drawn to an engineering scale (1:10 or 1:20).
 - b) Show property lines, reservoir spaces, driveways, adjacent streets (including width), traffic flow, and parking space layout.
 - c) If the property is a parking lot, also show landscaping (compliance with Tree Ordinance per Planning).



FEES AND LICENCES PAYMENTS

- Application Fee (non-refundable): \$100 Payable to the "City of Atlanta" in the form of cash, credit card, personal or cashier check, or money order, at the time of submission of the application.
Renewal Fee (non-refundable): \$100 Payable to the "City of Atlanta" in the form of cash, credit card, personal or cashier check, or money order, at the time of submission of the application.
Business License Fee: \$125 Payable to the "City of Atlanta" in the form of cash, credit card, personal or cashier check, or money order, at the time of submission of the application.
Per Spaces Fee: NOTE- per space fee due after final approval of application and prior to permit issuance.
i. 0 to 100 Spaces- \$3.00 per space, \$300.00 Maximum;
ii. 101 to 200 Spaces- \$300.00 plus \$1.50 per space in excess of 100 spaces for a maximum of \$450.00; and,
iii. 201 Spaces or more- \$550.00.

I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE THAT ALL STATEMENTS HEREIN ATTACHED & SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date _____ Signature of Applicant _____

(FOR OFFICE OF BUILDINGS OFFICE USE ONLY)

Zoning Classification _____ Land District _____ Land Lot _____ Council District _____ NPU _____

Park-for-hire surface parking lots in this district are either _____ prohibited _____ permitted by right, or _____ permitted (by action below)

Action needed: _____ Rezoning _____ Special Use Permit _____ Special Administrative Permit

Park-for-hire parking garages in this district are either _____ prohibited _____ permitted by right, or _____ permitted (by action below)

Action needed: _____ Rezoning _____ Special Use Permit _____ Special Administrative Permit

Zoning Verification Confirmed:

Planning & Community Development

Staff Reviewer - Print Name/Sign

(FOR DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY)

The above request for a Park-for-hire Permit (PHP) was [] approved or [] denied on _____
See attached Site Plans for detailed approval information. See attached Resolution # _____ adopted by the Atlanta City Council.

Senior Transportation Manager, DPW

Staff Reviewer - Print Name/Sign