



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS  
 Special-Event Parking Lots License  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202

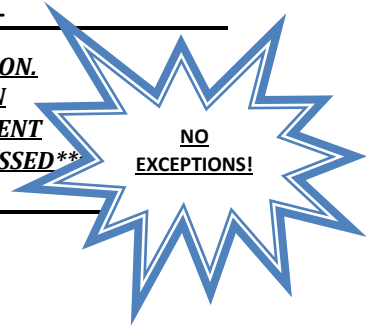
CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

## SPECIAL-EVENT PARKING LOTS LICENSE APPLICATION

Anniversary License Period: \_\_\_\_\_ to \_\_\_\_\_

**\*\*\*IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS APPLICATION. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCL. SPECIAL-EVENT LOT FEES ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED\*\*\***



Dear Special-Event Parking Lot Owner and/or Agent/Operator:

Your current Special-Event Parking Lot License will expire on \_\_\_\_\_.

To renew your Special-Event Parking Lot License, please complete the Special-Event Parking Lots License Application in its entirety. No person may operate a special-event parking lot in the City of Baltimore unless the person has first obtained a special-event parking lot license and has remitted the \$220 fee for the license. Each special-event parking lot license expires annually on the anniversary of its issuance. To renew a special-event parking lot license, the licensee must apply no less than 30 days nor more than 90 days before the license expires. **(Baltimore City Code Article 15, Subtitle 13-8)**

Special-Event Parking Lot means a parking lot that:

1. is not otherwise licensed under Subtitle 12 {"Parking Facilities"} of this article;
2. is located within the Special-Event Parking District **(Baltimore City Code Article 15 Subtitle 13-1(f))**;
3. provides parking services to persons attending sporting, social, cultural, or other special events; and
4. operates: (i) only on days in which events are held at the Camden Yards Stadium Complex; and (ii) for no more than 149 days in any license year.

**(Baltimore City Code Article 15 Sub. 13-1(g))**

The Special-Event Parking Lots License Application (renewal or otherwise) must include: (1) the name, address, and telephone number of the parking lot's operator; (2) the name, address, and telephone number of the owner of the property on which the parking lot will operate; (3) the address of the proposed special-event parking lot; (4) the gross area of the parking lot, including all parking spaces, driveways, entrances, exits, aisles, and facilities used in connection with the operation of the parking lot; (5) the dates and times of the events for which the proposed parking lot will be in operation; (6) a schedule of parking fees to be charged; (7) evidence satisfactory to the Director that the operator has obtained liability insurance coverage in at least the amounts and tenor set by the Director in the rules and regulations adopted under this subtitle; (8) a traffic management plan that meets the requirements set in the rules and regulations adopted under this subtitle; (9) a security plan that meets the requirements set in the rules and regulations adopted under this subtitle; (10) a diagram of the property on which the proposed parking lot would be located, showing all parking spaces, driveways, entrances, exits, aisles, structures, and other

facilities; (11) any other information that the Director requires; and (12) a signed affirmation, under penalties of perjury, that the applicant either:

- i. is the owner of the property on which the parking lot will be operated; or
- ii. is authorized by the owner of the property to operate the parking lot.

**(Baltimore City Code Article 15, Subtitle 13-7)**

A special-event parking lot license is not transferable to a new operator, to a different location, or otherwise. **(Baltimore City Code Article 15, Subtitle 13-11)**

At all times while a special-event parking lot is in operation, an identification sign must be posted on each street frontage of the lot. The Identification Sign's Contents and Limitations shall follow **Baltimore City Code Article 15, Subtitle 13-13 (a-c)**.

An adult attendant must be present at all times while any vehicle remains parked on a special-event parking lot **(Baltimore City Code Article 15, Subtitle 13-14)**.

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for all licenses.**

All business owners are required to provide a SDAT# associated with their business entity type, i.e. "L" for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance's policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the licenses posted at the actual special-event parking lot location may result in a violation against the business owner(s).

A penalty of 10% and interest at the rate of 1% per month or fraction thereof shall be due on all licenses not obtained or renewed if application is not postmarked by \_\_\_\_\_.

All checks must be payable to: Director of Finance and mailed to the address below, along with the completed application and required supplemental documents.

**City of Baltimore  
Bureau of Revenue Collections  
200 Holliday Street, Room 3  
Baltimore, MD 21202  
ATTN: Special Event Parking Lots License Application**

**We are not responsible for any lateness or incomplete renewal requests.**

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,

Miscellaneous Tax/License Unit  
Enclosure



Department of Finance –Bureau of Revenue Collections  
 Special-Event Parking Lots License Application  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202  
 (410) 361-9690/COBBusinessLicense@baltimorecity.gov

CITY OF BALTIMORE

Instructions: Print (or type) legibly in all fields/sections as indicated. Fields/Sections marked with a red asterisk (\*) is required; therefore, they must be completed by applicant.

SPECIAL-EVENT PARKING LOT CITY LOCATION ADDRESS\*: \_\_\_\_\_

PLEASE CHECK ONE BOX ONLY\*:  NEW APPLICATION  RENEWAL APPLICATION  INFORMATION CHANGE

SPECIAL-EVENT OPERATIONS START DATE (OR ANNIVERSARY DATE, IF RENEWAL) \*: \_\_\_\_\_

SPECIAL-EVENT PARKING LOT TYPE (check one type only) \*:

- COMMERCIAL PARKING  RESIDENTIAL PARKING  MIXED-USE PARKING  PARKING LOT  
 OPEN-AIR GARAGE  COVERED  UNDERGROUND

SPECIAL-EVENT PARKING ACCT ID (if, applicable) \*: \_\_\_\_\_

SPECIAL-EVENT PARKING LOT FEE<sup>A</sup>: \$220.00 <sup>A</sup>Parking License Fee is assessed at \$220 pursuant to Baltimore City Code Article 15 Subtitle 13

SPECIAL-EVENT PARKING LOT PARCEL & OTHER INFORMATION

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

# OF PARKING SPACES\*: \_\_\_\_\_

# OF ENTRANCES\*: \_\_\_\_\_ If there are 1 or more Entrances, document the Address or Intersecting Streets below:

- Entrance #1: \_\_\_\_\_
- Entrance #2: \_\_\_\_\_
- Entrance #3: \_\_\_\_\_

# OF EXITS\*: \_\_\_\_\_ If there are 1 or more Exits, document the Address or Intersecting Streets below:

- Exit #1: \_\_\_\_\_
- Exit #2: \_\_\_\_\_
- Exit #3: \_\_\_\_\_

HOURS & DATES OF SPECIAL-EVENT PARKING LOT OPERATIONS (check all that apply) \*:

- Monday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Tuesday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Wednesday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Thursday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Friday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Saturday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_
- Sunday Hours: \_\_\_\_\_ DATES: \_\_\_\_\_

TOTAL NUMBER OF SPECIAL-EVENTS DAYS OF OPERATION\*: \_\_\_\_\_

SPECIAL-EVENT PARKING LOT RATES & FEES (check all that apply) \*:

- HOURLY (or shorter period): \_\_\_\_\_
- DAILY: \_\_\_\_\_

**SPECIAL-EVENT PARKING LOT BUSINESS OWNER INFORMATION**

Please note that State of Maryland Assessment and Taxation requires all business entities conducting business in the State of Maryland to be registered. Therefore, we will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for all licenses. Applicants are required to provide a SDAT# associated with their business entity type, i.e. "L" for Sole Proprietorship, etc. For more information, visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

**Registered Business Entity/Name (as Registered w. SDAT) \*:** \_\_\_\_\_

**MD SDAT ID# (<https://egov.maryland.gov/BusinessExpress/EntitySearch>)\*:** \_\_\_\_\_

**Date of Facility Ownership Began:** \_\_\_\_\_

**Business Mailing Address\*:** \_\_\_\_\_

**City, State, Zip Code\*:** \_\_\_\_\_

**Business Owner(s) Name\*:** \_\_\_\_\_

**Business Owner's Email Address\*:**

**Alternative Email Address:**

**Business Owner's Contact Phone\*:** \_\_\_\_\_ **Alternate Contact Phone:** \_\_\_\_\_

**SPECIAL-EVENT PARKING LOT AGENT/OPERATOR INFORMATION**

**Registered Business Entity/Name (as Registered w. SDAT) \*:** \_\_\_\_\_

**MD SDAT ID#\*(<https://egov.maryland.gov/BusinessExpress/EntitySearch>):** \_\_\_\_\_

**Start Date of Managing Parking Facility\*:** \_\_\_\_\_

**Agent/Operator Mailing Address\*:** \_\_\_\_\_

**City, State, Zip Code\*:** \_\_\_\_\_

**Agent/Operator Representative Name & Title\*:** \_\_\_\_\_

**Agent/Operator's Email Address\*:**

**Alternative Email Address:**

**Agent/Operator's Contact Phone\*:** \_\_\_\_\_ **Alternate Contact Phone:** \_\_\_\_\_

The Director of Finance/Department of Finance requires additional documentation for all Special-Event Parking Lot Licenses. Therefore, I, the Business Owner (or its Agent/Operator representative) certifies that I have enclosed the following for registration approval (check all applicable boxes) \*:

- Completed Special-Event Parking Lots License Application\*
- Traffic Management Plan\*
- Copy of Liability Insurance Coverage\*
- Security Plan\*
- Schematic/Diagram of Special-Event Parking Lot\*

I, the  Business Owner or  Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore's Special-Event Parking Lots License Application, its associated documentation(s), and payment of fees on behalf of the Business Owner(s) of the Special-Event Parking Lot.

**Signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials: