CITY OF LAREDO - TRAFFIC DEPARTMENT

DOCKLESS VEHICLE PERMIT APPLICATION

SIX MONTH PILOT PROGRAM

APPLICANT INFORMATION	
Applicant Type:	☐ New ☐ Renewal ☐ Amendment
Vehicle Type:	☐ Bicycle ☐ Electric Scooter ☐ Electric Bicycle
Company Name:	
Company Website:	
Email:	
Applicant Contact Information:	Street Address City State Zip Code Telephone Email
Fleet Size Quantity:	_____ Bicycles _____ Scooters _____ Electric Bicycles _____ **Total**
LOCAL OPERATIONS INFORMATION	
Local Fleet Manager:	
Contact Information:	Street Address City State Zip Code Telephone Email
Phone Number for Reporting Violations*:	
Additional Local Contact:	
Contact Information:	Street Address City State Zip Code Telephone Email
Address of Local Operations Facility:	Street Address City State Zip Code

PERFORMANCE HISTORY	
Have you held a permit issued by the City of Laredo that has been revoked?	☐ No ☐ Yes If you answered yes, please provide additional explanation as a supplement to this application.
Has your company been fined or has property been impounded by the City of Laredo?	☐ No ☐ Yes If you answered yes, please provide additional explanation as a supplement to this application.
Does your company have any outstanding fees or fines owed to the City of Laredo?	☐ No ☐ Yes If you answered yes, please provide additional explanation as a supplement to this application.

*to be shared publicly and made available on City website.

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ACKNOWLEDGEMENTS

	Applicant acknowledges this permit is valid for six (6) months from date of issuance.
	A permit agreement is non-transferrable.
	An applicant or permit holder shall notify the director within 10 days of any change in the information contained in the application for permit agreement. If the information reported to the director includes an increase in the number of dockless vehicles, any additional fees due must be submitted to the director simultaneously with the change in information.
	Applicant confirms they will maintain a fleet manager based in Laredo while operating under this permit. Any change related to the fleet manager or their contact information must be reported to the contact listed below within 24 hours of the change. The fleet manager, or a designated representative, shall be available by the phone number provided on the application, seven days a week between 8:00 a.m. and 5 p.m. to accept calls from the director.
	Applicant confirms they will provide a monthly report to the City of Laredo that captures data on usage, violations, trip information, and the highest number of vehicles deployed during the preceding month.
_____	Each dockless vehicle permitted under this article must display the emblem of the permit holder, a unique identification number, and a 24-hour phone number for customers and citizens to report safety concerns, make complaints, ask questions, or request a dockless vehicle be relocated.
	Applicant confirms that they will incorporate an educational tutorial within their application that details the rider safety, safe/lawful parking requirements, and requirements related to restricted areas where riding is prohibited.
	Applicant acknowledges the minimum age requirement for users is 18 years old. The company may set an age requirement that is older than this minimum age requirement.
_____	Applicant confirms they will outfit their vehicle fleet with proper safety equipment including a front light & rear red light and warning sound mechanism.
	Applicant acknowledges that riding, parking, and deploying vehicles in the following areas is prohibited: Trails and creek ways Public parks and plazas (use on public streets that intersect parks or plazas will be allowed)
_____	
	Applicant acknowledges that vehicles may not be parked or deployed in violation of the rules below. Sidewalk Parking: ○ Must have 3 foot clearance for pedestrian traffic ○ Must have an 8 foot clearance to railroad or light rail tracks or crossings

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	○ May not parked in a way that blocks transit stops, shelters, or platforms; passenger loading zones or valet parking service areas; building entryways; vehicular driveways. ○ Must have an 8 foot clearance to disabled parking zones ○ Must have a 4 foot clearance to street furniture that requires pedestrian access ○ Must have an 8 foot clearance to a building access point ○ Must not park in restricted area ○ Must not park within commercial or pedestrian loading zones Bike Rack Parking: ○ Allowed in bike racks
_____	Applicant acknowledges that failing to correct reported parking or deployment violations within the time periods outlined below may lead to removal of vehicles and associated relocation fees (See Sec. 32-331). Two hours for relocation or removal; One hour in restricted areas

SUPPLEMENTAL MATERIA LS REQUIRED
1) A Completed Indemnification Agreement – "Attachment A" 2) Proof of Insurance – consistent with requirements of Sec. 32-333. 3) Performance bond or irrevocable letter of credit - consistent with requirements of Sec. 32-334. 4) Semi-annual business permit fee of $500 and the appropriate vehicle permit fee ($10 for each dockless vehicle to be operated within the city limits of the City of Laredo).

This permit application can be submitted by email to Alec Martinez at amartinez2@ci.laredo.tx.us . Alec can be reached regarding questions related to this application at (956) 795-2550. Permit applications can also be mailed to:

City of Laredo
Traffic Department
ATTN: Alec Martinez
5512 Thomas Avenue
Laredo, Texas
78041

I acknowledge that I am authorized to complete and submit this application on behalf of the permit applicant.

_____ _____
Printed Name **Signature**

_____
Date

Intake Information - STAFF ONLY

Application Date Received:	Received by:
Date Verified Payment of Taxes:	Verified by:
Application Fee Payment Date Received:	Received by: