

# CITY OF BUFFALO - LICENSE APPLICATION



65 Niagara Sq. City Hall Room 301 Buffalo, NY 14202  
Phone (716) 851-4078/(716)851-6583 Fax (716) 851-4952

## Parking Lot Application

Sole Proprietor     Corporation     Partnership     Limited Liability Company

**Corporation Name** \_\_\_\_\_ Business Phone ( ) \_\_\_\_ - \_\_\_\_\_

**Business Name** (dba) \_\_\_\_\_ Business Fax ( ) \_\_\_\_ - \_\_\_\_\_

Business Address (no PO Box) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

NYS Tax ID # \_\_\_\_\_ E-Mail \_\_\_\_\_

### Owner/Applicant

**Applicant** (last, first) \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address: (PO Box not acceptable) \_\_\_\_\_

**Parking Lot Address:** \_\_\_\_\_

**Number of parking spaces** \_\_\_\_\_

**Days & hours of parking lot operations** \_\_\_\_\_

**Schedule of parking rates** \_\_\_\_\_

**Check one:**  parking attendant     automated pay phone

**Responsible contact person** \_\_\_\_\_ **Phone** \_\_\_\_\_

### RATE PER PARKING SPACES

6-10 spaces	\$225	76 – 100 spaces	\$1000
11-25 spaces	\$350	101 - 150 spaces	\$1500
26-50 spaces	\$550	151-1000 spaces	\$1650
51-75 spaces	\$725		

For office use only  
 Subscribed and sworn before me this  
 \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_  
 \_\_\_\_\_  
 Commissioner of Deeds -- City of Buffalo

App No \_\_\_\_\_  
 Date issued: \_\_\_\_\_

I am aware of the obligation to provide timely notice of any change in required information, and I have informed all owners, managers, or other principals of their criminal and/or civic responsibility for the timely fulfillment of restrictions and conditions to the license or timely abatement of any nuisance activity at or associated with the business. Initial \_\_\_\_

As an authorized agent of the entity identified above, I certify the information on this form is true, correct, complete and current to the best of my knowledge and belief.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### **REQUIRED COPIES OF DOCUMENTATION TO BE SUBMITTED WITH BUSINESS LICENSE APPLICATION**

**PHOTO COPY OF** - current **Government Issued Photo Identification**  
(i.e. Driver's License or Green Card)

**PHOTO COPY OF** - current **Utility Bill** listing Applicants **Home** address

**PHOTO COPY OF** - New York State **Tax ID Certificate** or **Social Security Number**

**PHOTO COPY OF** - **DBA** (Business Certificate) or **Corporate Filing Receipt**  
(not required for personal licenses, i.e. taxi driver, peddler, etc.)

**PHOTO COPY OF** - Proof of **Ownership Of Property** (Deed) for **Business** location or a  
**Commercial Lease Agreement** not required for personal license, i.e. taxi driver, peddler, etc.)

**INSURANCE CERTIFICATE** - Liability Insurance Certificate (naming Office of Licenses as the  
certificate holder) of not less than \$100,000 per person and \$300,000 for each accident and \$10,000 for  
property damage and up to \$25,000 for fire, theft and vandalism covering vehicles parked or stored on  
the licensed premise.

**PLOT or DRAWING** of said parking lot indicating location, size and capacity and the location and size  
of entrances and exits and location, size and construction of attendants' station (if applicable).

**Completed Application and License Fee**

**Complete New License Application Affidavit**

**APPLICATIONS MUST BE COMPLETED AND SUBMITTED  
WITH ALL REQUIRED DOCUMENTATION**

**NO EXCEPTIONS**