**City of Richmond**

***mOTORIZED Dockless Scooter/BiCYCLE Share Program***

**Permit Application AND Checklist**

**Applicant Information:**

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| --- |
| **Please Print Clearly** |
| Business Name: |  | Business Phone: |  |
| Contact Person: |  | Phone: |  |
| Mailing Address: |  |
| Street Address if different than above: |  |
| Email Address: |  | Website: |  |

**Application Requirements (attach):**

[ ]  Applicant Information

[ ]  Applicant Signature

[ ]  Pricing Structure

[ ]  Motorized Dockless Scooter and Bicycle Availability and Service Area

[ ]  Plan for Safe Riding and Storage of Scooters and Bicycles

[ ]  Scooter and Bicycle Recharging Plan

[ ]  Maintenance and Cleaning Plan

[ ]  Hiring and Labor Plan

[ ]  Community Outreach Plan

[ ]  Experience and Qualifications

[ ]  Privacy Policy, User Agreements and Terms of Service

[ ]  Images and Description of Motorized Dockless Scooter or Bicycle

[ ]  Images and Description of Mobile Application

[ ] Proof of Business License

[ ]  Proof of Insurance / Proof of Indemnification

[ ]  Non-refundable Application Fee: $ 1,500

[ ]  Annual Permit Fee (due at time of permit issuance):

0 – 100 Scooters/Bicycles $20,000 [ ]

 101 –200 Scooters/Bicycles $30,000 [ ]

 201—500 Scooters/Bicycles $45,000 [ ]

[ ]  Reinstatement Fee (non-refundable) $ 2,500

This application is to provide the Department of Public Works with information necessary to process your request. Additional information may be required. Submission of an application does not give the applicant any authority or permission to use or occupy any portion of the public street, sidewalk, or right-of-way; an approved **Motorized Dockless Scooter/Bicycle Share Program Permit** from an the Director of Public Works or Designee is necessary before a **Motorized Dockless Scooter/Bicycle Share Program** operator may operate according to the approved Permit. To ensure safe and efficient flow of traffic, pedestrians, and bicyclists, the application may be modified, disapproved, and any previously-issued permits may be modified at the sole discretion of Director of Public Works and/or designee in consultation with the City Transportation Engineer. **Motorized Dockless Scooter/Bicycle Share Program Permit is required to be renewed annually.**

By signing this application, the applicant verifies on behalf of the Motorized Dockless Scooter/Bicycle Operator that all information provided is true, and that if issued a permit, the applicant agrees to comply with the requirements of the Motorized Dockless Scooter/Bicycle Permit Program.

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Printed Name Company Title

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Authorized Signature Date

|  |
| --- |
| **For internal use only USE ONLY**  |
| * Approved
 | * Not Approved
 |
|  Application No. |