

Shared Mobility Device Permit Application

This is the permit application to allow companies to operate a fleet of Shared Mobility Devices (“SMD”) in the City of Harrisonburg, VA. Applicants must review the requirements carefully, and provide the requested completed permit application. The permit application must be submitted in hard copy to the address below for processing.

Make check payable to:

Harrisonburg City Treasurer

Mail application with check to:

**Harrisonburg City Manager’s Office
409 South Main Street
Harrisonburg, Virginia 22801**

The City will notify the Applicant of the status of their application within ten (10) business days of receipt. If the application is deemed incomplete, follow-up information may be requested. Upon receipt of written approval from the City, companies may initiate the permitted SMD services in the City, subject to all requirements in the company’s signed Memorandum of Understanding (“MOU”) with the City, the requirements listed in this permit, and compliance with all applicable Federal, State, and local laws.

Applicant Information:

Company Name:	
Local General Manager Contact Name:	
Local General Manager Contact Phone:	
Local General Manager Email Address:	
General Customer Service Contact Phone:	
Relevant Mailing Address:	
Company Website:	
Proposed Initial Fleet Size:	

MOU for Regulation of Shared Mobility Devices has been signed and attached: _____ (initial)

Evidence of required insurance is attached: _____ (initial)

Evidence of Virginia Business License and Certificate of Good Standing is attached: _____
(initial)

By signing this permit, the applicant has read and understood all of the permit requirements, certifies that s/he has the authority to sign for and bind their company, and by virtue of her/his signature is bound by the provisions of this permit. Should the applicant not follow the provisions herein or the MOU, the permit may be suspended or revoked and their SMDs be required to be removed from the City of Harrisonburg. Fees are non-refundable.

Applicant Signature: _____

Applicant Name Printed: _____

Date: _____

Permit Requirements

MOU

- 1) The Operator agrees to all terms in the MOU and has attached a signed copy of the MOU to this permit application.
- 2) The permit is non-transferable. The vendor cannot transfer its rights under this permit to any other entity or individual, including subsidiaries. A prospective transferee must apply for its own permit.

Business License

- 1) The Operator shall provide a copy of their Virginia Business License and Virginia Certificate of Good Standing.

Fees

- 1) Each Operator shall pay a single up-front flat fee of \$8,000.00 upon submittal of their Permit Application.
- 2) Fees may be used by the City for any costs associated with administering the demonstration program, such as but not limited to, monitoring of compliance with Permit and MOU requirements, manipulation and evaluation of data submitted, communications with Operator and the public, public property repair or maintenance related to the SMD services, and installation of infrastructure, signs or markings to address operations of SMDs and compatibility with other mode users.