

City of  
**SACRAMENTO**  
Department of Finance

915 I Street, Sacramento, CA 95814

**BICYCLE SHARE APPLICATION**

**A. Information on Bicycle Share Business**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Contact: \_\_\_\_\_ Alt. Email \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Local Point of Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Alt. Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

*This application form with any attachments must be submitted with a City of Sacramento Business Operation Tax (BOT) certificate issued pursuant to chapter 3.08 of the city code. No permit shall be approved or renewed if the applicant owes the city any unpaid required fees, fines, or penalties at the time of submitting the application. Other materials or documentation may be required to carry out the purposes of reviewing the application. After successful review, the applicant will receive conditional approval until the applicant has complied with section 5.18.210 of the city code.*

**Submit applications and payment to:**

915 I Street, Room 1201, Sacramento, CA 95814

**Applications may be emailed to:**

[businesspermits@cityofsacramento.org](mailto:businesspermits@cityofsacramento.org)

**Include on checks in memo section:**

"Bike Share"

## B. Bicycle Standards

The applicant shall demonstrate, to the satisfaction of the city, that its bicycle fleet meets the following standards:

1. Be made of high quality, sturdily built, and meet the minimum standards of the United States Consumer Product Safety Commission and the International Organization for Standardization;
2. Have adjustable seat height to accommodate a wide range of customers;
3. Comply with California Vehicle Code sections 21201 *et seq.* requirements including, but not limited to, reflectors and integrated front and rear lights, and any other applicable laws and regulations;
4. Electric bicycle share bicycles shall comply with California Vehicle Code subsections 312.5(a), (a)(1), and (c) and section 24016; and any other applicable laws and regulations; notwithstanding the aforementioned, such electric bicycles shall be equipped with software or other mechanism to prevent them from providing assistance when the bicycle exceeds 15 miles per hour;
5. Built with tamper-resistant hardware;
6. Withstand the rigors of outdoor storage and constant use for at least five years;
7. Include a basket;
8. Bear a unique identification number made visible to customers;
9. Bear the bicycle-share business' name and telephone number in a visible location;
10. Equipped with a GPS capable of providing real-time location data;

## C. Business Plan

The applicant shall submit a business plan that demonstrates, to the satisfaction of the city, how the bicycle-share business will comply with the following requirements:

1. Bicycle-share bicycles shall be available to customers at an hourly rate, or smaller intervals, which are clearly and understandably communicated to the customer prior to the customer's use of the bicycle;
2. Bicycle-share bicycles must be operational for customers on a 24-hour, seven days per week basis;
3. Method for providing the city with anonymized, aggregated data for trip records and bicycle availability on a minimum of a monthly basis which include the following: trip start date, time,

and location; trip end date, time, and location; trip duration and distance; payment method; and GPS coordinates;

4. An electronic payment system that complies with the Payment Card Industry Data Security Standards. Each transaction shall include the bicycle identification number corresponding to the make and model of the bicycle registered with the city;
5. A proposed service area map in ESRI shapefile format;
6. Bike rack inventory and location plan. A bicycle-share operator shall install a minimum of one and a half (1.5) parking spaces in a bike rack for every bicycle-share bicycle in service to ensure adequate bicycle parking, at no cost to the City. Instructions for required Revocable Permits, including associated plans and fees, are listed on the City's Public Works website: <https://www.cityofsacramento.org/Public-Works/Engineering-Services/Permits/Encroachment-Permits>
7. A plan for educating customers that bicycles not in use must be parked at a bicycle rack and incentivizing customers to park bicycles at bicycle racks;
8. A bicycle parking impact projection that demonstrates the effect its bicycle fleet could have on the city's existing bicycle racks and infrastructure, such projection should, for example, identify the impacted areas, additional necessary infrastructure, and associated costs; and
9. A privacy policy that safeguards customers' personal, financial, and travel information, and usage including, but not limited to, trip origination and destination data.

#### **D. Maintenance and Repair Plan**

The applicant shall submit a maintenance and repair plan that demonstrates, to the satisfaction of the city, how the bike-share business will comply with the following requirements:

1. Routine maintenance inspections and cleaning performed by the bicycle share operator at least every six weeks or 200 miles;
2. A method for providing full-service maintenance for bicycles;
3. A method for customers to report issues with the bicycle-share bicycles including, but not limited to, a 24-hour customer service number.

#### **E. Rebalancing and Relocation Plan**

The applicant shall submit a rebalancing and relocation plan demonstrating, to the satisfaction of the city, how the bicycle-share business will comply with the following requirements:

1. Rebalancing the bicycle-share operator's bicycles to and from high use areas within peak operating hours;
2. Ensuring compliance with section 5.18.220 of the city code; and
3. Relocating or rebalancing bicycles within two hours in compliance with city code section 5.18.220.

### F. Community Outreach Plan

The applicant shall submit, to the city's satisfaction, a community outreach plan that:

1. Educates and promotes to city residents the proper use, benefits, and access to its bicycle-share bicycles.

### G. Application and Renewal Fees

Every application or renewal for a bicycle-share business permit shall be accompanied by a nonrefundable fee to cover the costs associated with reviewing, permitting, and administering the bicycle-share business program as outlined in the amounts below:

	System Size (# of Bicycles)				
	Class A	Class B	Class C	Class D	Class E
	<500 bikes	500 - 1,500	1,500 - 2,500	2,500 - 3,500	> 3,500
<b>First-time Permit</b>	\$14,480	\$17,200	\$19,580	\$21,300	\$28,440
<b>Annual Renewal Fee</b>	\$12,380	\$15,100	\$17,480	\$19,200	\$26,340

### H. Required Submission Checklist

Please attach the following documents to your application:

**Proof of compliance with the Bicycle Standards** (Section B)

**A list of the make, model, and unique identification number for each bicycle** (Section B)

**All listed plans:** (Sections C – F)

**Permit Fee (Non-Refundable):** Based on the table provided in Section G.

**Insurance Policy and Indemnification:** The applicant's certificates of insurance, as outlined in city code section 5.18.200.

### J. Applicant's Certification & Indemnification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct, and that I am fully authorized to sign and am signing this application on behalf of

the bicycle-share business and to bind the bicycle-share business.

The applicant, shall indemnify and hold harmless the City and its officers, agents, and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of the applicant or loss of or damage to property, arising directly or indirectly from the applicant's performance of this permit, including, but not limited to, the bicycle-share business's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City , except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this application, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of the City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on the applicant or agent or employee. The foregoing indemnity shall include reasonable fees of attorneys, consultants, and experts and related costs and City's costs of investigating any claims against the City. In addition, the applicant specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to the applicant by City and continues at all times thereafter. The applicant shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by the City, or any of its officers or agents, of articles or services to be supplied in the performance of this permit.

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

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

***The information contained in this document is subject to disclosure under the Public Records Act.***