

City of  
**SACRAMENTO**  
Department of Finance

915 I Street, Sacramento, CA 95814

**BICYCLE SHARE EXPANSION APPLICATION**

**A. Information on Bicycle Share Business**

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

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Applicant 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 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 the application review. After successful review, the applicant will receive pending approval until all encroachment permits are applied for and received.*

**Submit applications and payment to:**

**Applications may be emailed to:**

**Include on checks in memo section:**

915 I Street, Room 1201, Sacramento, CA 95814

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

"Bike Share"

## **B. Bicycle Standards**

The applicant shall demonstrate the its fleet of bicycles meet the following standards:

1. Meet the same standards as those approved in the initial Bicycle-Share Permit Application.

## **C. Business Plan**

The applicant shall submit a business plan that demonstrates, to the satisfaction of the city, compliance with the following requirements:

1. The same standards as those approved in the initial Bicycle-Share Permit Application, as well as;
2. A proposed service area map in ESRI shapefile format, if modified from initial Bicycle-Share Application;
3. Bike rack inventory. A bicycle share operator shall install 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>
4. 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

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

The applicant shall submit a maintenance and repair plan that demonstrates, to the satisfaction of the city, compliance with the following requirements:

1. The same standards as those approved in the initial Bicycle-Share Permit Application.

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

The applicant shall submit a rebalancing and relocation plan demonstrating, to the satisfaction of the city, compliance with the following requirements:

1. The same methods as those approved in the initial Bicycle Share Permit Application, and
2. An updated plan for rebalancing the bicycle-share operator's bicycle new fleet to and from high use areas within peak operating hours.

## 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 the continued use of bicycle-share bicycles.

## G. Application, Renewal and Expansion Fees

Every application or renewal for a bicycle share business permit shall be accompanied by a nonrefundable fee to cover the costs associated with the review, permitting, and administration of bicycle share 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>Expansion 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 City of Sacramento Business Operation Tax (BOT) Certificate**

**Proof of compliance with the Bicycle Standards** (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 certificate of insurance as outlined in city code section 5.18.200.

## J. Applicant's Certification

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 myself and 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.***