

# Shared Mobility Device – Demonstration Program Permit Application

This is the permit application to allow companies to operate a fleet of Shared Mobility Devices (“SMD”, also known as “dockless” or “floating” bikeshare and scootershare) in Arlington County, VA. Applicants must review the requirements carefully, and provide the requested completed permit application for each mode-specific fleet proposed (contact information, fleet size, fee payment, and signature(s), etc.). The permit application must be submitted in hard copy to the address below for processing.

Make check payable to:

**Arlington County Treasurer**

Mail application with check to:

**Arlington County Dept. of Environmental Services – Division of Transportation  
Commuter Services Bureau  
Attn: Bikeshare Manager  
2100 Clarendon Blvd., Suite 900  
Arlington, VA 22201**

Questions should be directed to [mobility@arlingtonva.us](mailto:mobility@arlingtonva.us)

The County 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 County, companies may initiate the permitted SMD services in the County, subject to all requirements in the company’s signed Memorandum of Agreement (“MOA”) with the County, 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 Fleet Mode Type: <i>(e.g. bike, e-bike, or electric scooter)*</i>	<i>*Only one (1) fleet mode type per permit application.</i>
Proposed Fleet Size: <i>(Up to a maximum of 350 devices)</i>	

MOA 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 is in violation of the North American Bikeshare Association (NABSA) Code of Conduct, the permit may be suspended or revoked and their SMDs be required to be removed from Arlington County. Fees are non-refundable.

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

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

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

### **Permit Requirements**

#### *MOA*

- 1) The Operator agrees to all terms in the MOA and has attached a signed copy of the MOA 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 upon submittal of their Permit Application for each mode-specific fleet.
- 2) Fees may be used by the County for any costs associated with administering the demonstration program, such as but not limited to, monitoring of compliance with Permit and MOA 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.