

# APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

Arlington County, VA

**New applicants must include a \$500 fee with a completed application (There is also \$100 fee due for each additional requested taxicab in excess of five). Current Certificate-holders must include a \$100 fee for each additional taxicab requested and provide the information and documents specified in sections 1, 2, 3, 4, 6, 7, 8, 9, 11, 12 and 14.**

<b>Applicant Information (Provide Attached Documents for Sections Where Required)</b>					
<b>Section 1:</b>					
Last Name		First		M.I.	Date
If the Applicant is not an individual, certified copies of documents indicating that the Applicant is a legally existing entity, in good standing, and further indicating the Person or Persons authorized to legally bind the Applicant must be provided.					
Home Street Address			Apartment/Unit #		
City		State		ZIP	
<b>Section 2:</b>					
Business Trade Name					
Provide documents indicating that the Applicant is legally authorized to use such trade (or fictitious) name.					
Business Street Address			Apartment/Unit #		
City		State		ZIP	
Business Phone		Internet Webpage (If Applicable) And/or Email			
<b>Section 3:</b>	The financial status and the fiscal and operational fitness of the Applicant, including evidence that the Applicant has the ability to engage in the Taxicab Business, to acquire and to maintain the Taxicabs proposed to be operated pursuant to a Certificate.				
	(Provide Supporting Documentation)				
<b>Section 4:</b>	The number and ownership of the Taxicabs proposed to be operated pursuant to a Certificate, and the make, model, year, seating capacity, and combined (city/highway) fuel-efficiency rating of each vehicle. The number and type (Wheelchair-accessible and hybrid or vehicles not primarily powered by gasoline or diesel fuel) of Taxicabs, if any, currently authorized to operate under a Certificate.				
	(Provide Supporting Documentation)				
<b>Section 5:</b>	A proposed color scheme, insignia, and cruising light design which shall be unique and readily distinguishable from previously approved color schemes, insignia and light design.				
<b>Section 6:</b>	The address, condition, and all proposed uses of each Taxicab depot, terminal and garage to be involved in the Taxicab Business for which a Certificate is required.				

<b>Section 7:</b>	A description of the proposed communications systems to be used between or among the dispatcher, the depots, terminals, garages and Taxicabs.
<b>Section 8:</b>	A description of the hours of operation proposed to be provided, including times of day and night, and limitations on days and types of Taxicab Service.
<b>Section 9:</b>	True copies of court records clearly indicating each conviction of or plea of guilty or nolo contendere by the Applicant for each violation of any criminal or traffic law, whether such violation or violations be of an ordinance, state law or federal law. If the Applicant is not an individual, then true copies of records of such convictions, pleas, and violations shall be submitted for each officer, director, partner, and member of such Applicant who is legally authorized to bind the Applicant.
	(Provide Supporting Documentation, if applicable)
<b>Section 10:</b>	The specific experience of the Applicant in the transportation of passengers for hire and the Taxicab Business.
<b>Section 11:</b>	All facts or circumstances upon which the Applicant bases his or her belief that public convenience and necessity would be enhanced by the granting of the application.
<b>Section 12:</b>	A description of the type of Taxicab Service the Applicant intends to supply, including whether such Taxicab Service will be similar to, or different from, Taxicab Service provided by Certificate-holders.
<b>Section 13:</b>	The Applicant's five (5) year business plan for providing Taxicab Service in Arlington County.
	(Attach Documentation)
<b>Section 14:</b>	Information and documents requested or required by the County Manager including but not limited to:
<b>A:</b>	Whether the Applicant will offer hail and taxi stand service
<b>B:</b>	Whether the Applicant will offer telephone-reservation, dispatch service and/or an app for smart phones
<b>C:</b>	How many of the additional taxicabs will be wheelchair-accessible vehicles

<b>D:</b>	The days and hours for which service will be available
<b>E:</b>	The Applicant's intended fleet sustainability, as evidenced by the current and proposed fleet fuel-efficiency ratings
<b>F:</b>	What extent customers may pay using credit or debit cards
<b>G:</b>	Fuel efficiency of proposed additional taxicabs including whether the additional Taxicabs will be hybrid or vehicles not primarily powered by gasoline or diesel fuel
<b>H:</b>	The applicant's recent vehicle productivity as evidenced by paid taxicab trips per authorized taxicab per day*
	(Provide Supporting Documentation)
<b>I:</b>	The applicant's recent vehicle efficiency as evidenced by percent of total miles travelled for which Passengers travel*
	(Provide Supporting Documentation)
<b>J:</b>	The Applicant's recent customer-service record as evidenced by the scarcity of complaints per authorized taxicab*
<b>K:</b>	Proposed innovation to Taxicab service in Arlington County**
<b>L:</b>	For applicants in excess of the number of taxicabs determined by the County Manager provide relevant facts indicating the reasons that the applicant contends that the market change, industry performance, certificate-holder performance, competition, and other specified factors are other than those determined by the County Manager.
	(Provide Supporting Documentation, if applicable)
<b>Section 15:</b>	<p>The following is a list of qualities that the County will like to see for companies seeking new certificates. These qualities are intended to protect the health, safety and welfare of the traveling public, improve drivers' professional and maintain the industry competitive.</p> <ol style="list-style-type: none"> <li>1. Company must have a sound financial condition and well-developed plan for operation of business.</li> <li>2. Ability to accept and guarantee a customer ride reservation by either telephone, text message, apps, or e-mail. Provide a mechanism to alert customer of a significant delay.</li> <li>3. Provide incentives or other mechanisms to address the need for more cabs during the early weekday morning and late weekend night peak hours.</li> <li>4. Management agrees to treat drivers in a fair and just manner, including provision of an internal appeals process for disciplinary actions.</li> <li>5. Management provides drivers with adequate training and support to ensure that customers receive a high-standard of customer service. A high-standard of service involves courtesy and attention to customers' needs, cleanliness, timeliness, safe driving and knowledge of local streets.</li> <li>6. Provide information regarding number of own or lease vehicles and the dues associated to each one.</li> <li>7. Ability to accept credit &amp; debit cards for payment.</li> <li>8. Ability to track and record vehicles' service by both taximeters and GPS. Also, ability to share this electronic data with</li> </ol>

	<p>County staff only.</p> <p>9. Demonstrate cooperation with County staff on matters such as data collection, information distribution, driver testing and scheduling of vehicle inspections.</p> <p>10. A fleet of energy-efficient vehicles, including several with seating for four passengers and ample luggage space and some wheelchair-accessible vehicles.</p> <p>Please provide ways the Applicant will address these desired qualities.</p>
	<p>(Attach Documentation)</p>

\*For Current Certificate Holders Only.

\*\*For New Applicants Only.

A receipt of each application will be sent in writing once an application has been filed. Incomplete applications will not be considered for review. Any application containing false statements may be rejected and the applicant will not be able to apply for a period of two years from the date of the application.