ARLINGTON COUNTY, VA
MICROMOBILITY BUSINESS PERMIT APPLICATION

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Purpose

This document ("Application") presents the process and requirements to obtain a Micro-Mobility Business Permit ("Permit") to operate a micromobility service in Arlington County, Virginia, pursuant to Arlington County Code ("County Code") Chapter 14.2 ("Chapter 14.2"), Article X.[1] To obtain a Permit, an applicant must review the requirements in Chapter 14.2 and in this Application and provide an Application or Permit renewal request. Applicants must submit all Applications, Permit renewal requests, and relevant supporting materials via email to mobility@arlingtonva.us. All operators of Micromobility Services (*i.e.*, the business entity providing the micromobility devices) submitting this Application ("Operator") are required to follow the program requirements outlined in the County Code and the program requirements described in this Application.

Device Limits and Permit Term

The County may issue Permits for up to 2,000 e-scooters and 1,000 e-bikes (*individually* "Device" and *collectively* "Devices"). Applicants may apply to operate any number of Devices in Arlington County up to these limits. Based on submitted information and past performance, the Arlington County Government ("County") may offer an applicant Permits for certain numbers and types of Devices, valid for a designated Permit term ("Term"). The Permit Term shall be for one year with an additional option year based on operator performance and County conditions.

Initial year: January 1, 2027 – December 31, 2027
Option year: January 1, 2028 – December 31, 2028

Please note that a formal application process is not anticipated for 2028.

Fees and Payments

Each applicant must provide an application fee of $1,000 per Device mode. Applicants offered Permits must provide an annual operations fee of $80 per permitted Device prior to Permit issuance. If an Application is processed and approved for any Term of less than 365 days, annual operations fees will be pro-rated. If the Term is greater than one year, Permit holders must provide the operations fee of $80 per permitted Device for each subsequent year prior to end of the prior year.

Application payments must be made via ACH or wire transfer payable to Arlington County Treasurer. ACH and wire transfer instructions can be found in Appendix A. If approved, the permit fee shall be invoiced to the applicant.

[1] https://www.arlingtonva.us/files/sharedassets/public/county-board/documents/code/ch14.2_motorvehiclesandtraffic.pdf

Application Window, Processing, and Resubmission

Please submit applications, including application fees, by 1pm on November 2, 2026.

Completed Applications after this date will be processed on a rolling basis as time and resources allow and will be subject to the County Device limits. Incomplete Applications will not be considered. Applicants who submitted incomplete Applications and paid all associated Application fees may amend or re-submit their Applications at any time within one year of the date on which the Application fee was submitted.

New Permit Application Requirements (for Vendors WITHOUT a Current and Valid Permit)

Applicants *without* an active Permit must submit Applications via email to mobility@arlingtonva.us. The Application must include the following items:

1. Applicant Information Form signed by the applicant (Appendix C). Separate and complete Applicant Information Forms must be submitted for each Device mode (*e.g.*, scooter, bike).
2. Non-refundable ACH or wire transfer of $1,000 payable to Arlington County Treasurer for each Applicant Information Form submitted (for each Device mode). *See* Appendix A.
3. Contact information for points of contact within three other localities that permit the applicant to provide shared micromobility services.
4. Device specifications for each proposed Device model:
    a. Manufacturer(s).
    b. Photos or renderings.
    c. Dimensions.
    d. Load capacities.
    e. Motor manufacturers and power output.
    f. Battery manufacturers and voltage and capacity specs.
    g. Attestation of UL or similar standard compliance for motors, batteries, controllers, and other relevant components.

All Devices must meet all requirements described in the County Code and in this document. When requested by the County, applicants must make an example of each Device model proposed for use in Arlington County available for physical inspection and testing.

5. Mobile device software app information and consumer-related information:
    a. Standard user pricing structures (no more than one page).
    b. Equity program information and pricing (no more than one page).
    c. User fines framework and structure (no more than one page).
    d. Evidence of secure payment systems, such as Payment Card Industry (PCI) compliance or use of a compliant third-party payment system.
    e. User agreement, liability waiver, and data protection policy.
    f. Screen flow documents describing how users navigate the applicant's mobile app, including screenshots of in-app messaging relating to the County Code, rider safety and behavior modification, and parking instructions. *See* Program Requirements to Operate in Arlington County, In-App Messaging below.
    g. Descriptions of all processes and features currently available for user age

verification.

6. Operations plan (no more than 10 pages) that outlines the applicant's proposed service, including:
    a. Management structure identifying key roles, responsibilities, and any contractors who will be acting as agents of the applicant.
    b. Public phone number, email address, and any relevant URLs, browser-based forms, portals, or websites that will receive and respond to complaints and provide responses to complaints received.
    c. Training procedures for personnel and contractors.
    d. Device deployment and Equity Emphasis Area (EEA) distribution strategy (no more than one page).
    e. Device maintenance and inspection schedules.
    f. Frequency, methodology, and mechanism for charging of Devices.
    g. Disposal and recycling of Devices and their components (not including batteries).
    h. Battery charging, transportation, storage, recycling, and disposal processes.
    i. Crash protocol responses and reporting.
    j. Device relocation plan in the event of a complaint, emergency, severe weather, special event, or other situations affecting the normal operation in the right-of-way.
7. A statement (of no more than three pages) describing the applicant's understanding of the County's Master Transportation Plan (MTP) goals described in Appendix B and a description of how the applicant's proposed service would address each of those goals.
8. A description of strategies, techniques, and technologies the applicant will use to do the following (of no more than two pages for each of the four items listed):
    a. Promote safe use of its Devices.
    b. Prevent under-age use of its Devices.
    c. Promote use of dedicated bike and scooter parking facilities and corrals and promote good parking behavior in a general sense.
    d. Support equitable access to Devices and equitable distribution of its Devices throughout the County.
9. A list of all present or past legal or regulatory enforcement actions initiated against the applicant or against any affiliated companies, parent companies, or subsidiaries in the last five years.

Permit Renewal Request Requirements (for Vendors WITH a Current Valid Permit)

Applicants *with* current Permits may submit renewal requests via email to mobility@arlingtonva.us. Renewal requests must be received at least two months prior to the end of the current Permit Term. Renewal request must include the following items:

1. Applicant Information Form(s), signed by the applicant (Appendix C). Separate and complete Applicant Information Forms must be submitted for each Device mode (*e.g.*, scooter, bike).
2. Non-refundable Application Fee ACH or wire transfer of $1,000 payable to the County Treasurer for each Application submitted (for each Device mode).
3. A letter requesting renewal of the existing Permits. The letter may include requests to change permitted device types and limits, and rationales for each change. The letter must identify all:
    a. New or updated device models and specifications.
    b. New or updated public-facing software or mobile app features.
    c. Deviations from previous published pricing, fees, and fines.
    d. Changes in any user agreements, liability waivers, or data protection policies.
4. A description of strategies, techniques, and technologies the applicant will use to (if detailed descriptions are provided elsewhere in the Application materials, this may be a summary with references to other parts of the Application):
    a. Promote safe use of its Devices.
    b. Prevent underage use of its Devices.
    c. Promote use of dedicated bike and scooter parking facilities and corrals and promote good parking behavior in a general sense.
    d. Support equitable access to its Devices and equitable distribution of its Devices throughout the County.
5. A list of all present or past legal or regulatory enforcement actions initiated against the applicant or against any affiliated companies, parent companies, or subsidiaries in the last five years.

In-person Meeting with the Transportation Resources for Arlington County Bureau

Following verification of a completed Application, you will be asked to schedule an in-person meeting with the County to discuss the Application and demonstrate the Devices proposed by the applicant.

Applicant Evaluation

Existing permittees' Applications will be evaluated based on each applicant's performance in Arlington County to date, including, but not limited to, the applicant's commitments, strategies, resources, and results related to:

(a) Functional and aesthetic condition of in-service Devices.

(b) Safety issues and user riding and parking behaviors, including, but not limited to, reducing underage riding and improper parking.

(c) Equity pricing programs and EEA distribution requirements.

(d) Ridership metrics, including but not limited to trips per device per day.

(e) Vendor utilization of past and current Permits, including, but not limited to, in-service Device counts relative to fleet limits.

(f) Customer service, including, but not limited to, (1) responses to service request tickets for Device relocation and for inoperable or broken Devices, (2) follow-up, (3) communication with users and non-users, and (4) interaction with the public.

(g) Outreach, education, and community engagement.

(h) Use of dedicated bike and scooter parking areas, including, but not limited to, corrals, for Device deployment and Device parking at the end of user trips.

(i) Any other relevant information the County deems appropriate.

New applicants will be evaluated based on:

(a) The quality, content, and completeness of Application materials.

(b) The applicants demonstrated understanding of and commitment to the County's goals as expressed in the most current approved version of Arlington County's Master Transportation Plan (Appendix C).

(c) Any other relevant information the County deems appropriate. These criteria are not listed by order of importance or by any other factor.

Notification and Additional Requirements

Should the County choose to offer an applicant a new or renewed Permit or a change in fleet size-limit, the applicant will be sent a Notice of Determination via email and certified mail.

Following notification the applicant must provide:

1. Annual operations fee of $80 per permitted Device
2. Evidence of the required insurance pursuant to County Code § 14.2-118.
3. Evidence of the required surety bond pursuant to County Code § 14.2-119.
4. A Virginia Certificate of Good Standing or Virginia Certificate of Fact, if LLC.
5. The address(es) and phone number(s) of the vendor's local operation center(s).
6. A valid Arlington County Business License Tax Certificate or valid Arlington County Business, Professional and Occupational License.

Issuance

Following submission of the above, the County will issue Permits as time and resources allow.

Shared Micromobility Device Program Requirements to Operate in Arlington County

The Operator shall, in good faith, cooperate and communicate with the County and public to work towards a successful, safe, and sustainable Micromobility Service. The Operator shall obey to all state and local laws and the following rules:

General Requirements

1. The County has the right to exercise self-help and move Devices on its own for reasons including, but not limited to, if the County determines that these Devices pose an imminent risk to public health and safety, Americans with Disabilities Act (ADA) accessibility, or property damage.
2. The Operator shall provide the County with up to three complimentary accounts or one hundred dollars ($100) in ride credit for official County use for testing purposes.
3. The Operator shall maintain a service area including the extent of Arlington County's boundaries.
4. The Operator shall notify the County of any changes in its fare structure.
5. The Operator shall not deploy any Device or Device component before receiving approval by the County, nor shall the Operator allow any Device or Device component that has not received approval by the County to end a trip in the County.
6. The Operator shall cooperate with the County in good faith to integrate quality control and customer service processes with County tools, including, but not limited to, technical integration with and personnel training and use of micromobility data platforms (*e.g.*, Ride Report) and the County's constituent request management software (*e.g.*, QAlert).
7. At the County's request, the Operator shall send a survey or similar supplied by the County to persons who have used a Device within the County during the current year.
8. The Operator shall reimburse the County for any expenses the County incurs for (a) retrieval, storage, or disposal of Devices, (b) incident response or cleanup, and (c) any expenses related to the Operator's abandonment of any Device. The Operator shall reimburse the County upon demand from the County.
9. All batteries and electronic components used in the County by the Operator in or on Devices must be UL Certified or equivalent and be marked as such.
10. At the County's request, the Operator shall provide information to the County regarding concerns reported by users or community members.

Parking Standards

1. The Operator shall require end-of-trip pictures from riders that show where and how the Device was parked.
2. The Operator shall ensure that Devices are parked in accordance with the requirements of the County Code and State and local laws.
3. The Operator shall encourage riders to park in bike and scooter parking corrals throughout the County with in-app messaging and with tangible incentives such as trip discounts, ride credit (time or value), or similar.
4. The Operator shall ensure that devices are not parked in one location longer than three (3)

consecutive days without moving, pursuant to County Code § 14.2-122(C)(2).

Safety & Education

1. The Operator shall participate in at least three public engagement, education, and outreach events to address safe riding and proper parking per calendar year and shall notify the County point of contact of its participation prior to each event. The Operator shall include event participation in the monthly data reports.
2. At the County's request, the Operator shall activate age-verification strategies, technologies, or processes, including, but not limited to, a process for users to appeal potentially incorrect findings, and including accommodations for persons without state-issued identification.

Geofencing

1. The Operator shall configure Devices and apps so that users are unable to end trips and Device motors provide no propulsion in all areas in which riding a bike or scooter is prohibited by the County Code or applicable State law or by posted signs.
2. At the County's request, the Operator shall configure Devices and apps to comply with the following types of designated areas within two business days of the request:
    a. Slow Ride Area – a geographic region in which Devices are self-limited to a County-designated maximum speed per Device type.
    b. No Parking Area – a geographic region in which users are unable to end their trip.
    c. No Riding Area – a geographic region in which a Device's motor will be entirely disengaged and provide no propulsion.

In-App Messaging

1. The Operator shall include messaging in their mobile phone app that includes the following topics. The Operator may use the language provided or their own language and media to convey the rules and sentiments below:
    a. County Code § 14.2-122, applicable to micromobility usage, including, but not limited to:
        i. Max 6 mph on sidewalks.
        ii. Follow all applicable traffic laws.
        iii. Yield to pedestrians.
        iv. One person per device.
    b. Proper parking techniques, including, but not limited to:
        i. Treat other right-of-way users as you would like to be treated.
        ii. Park at bike racks and corrals.
        iii. Don't block the sidewalk – leave a path at least four feet wide.
        iv. Don't park on private property.

c. *Ad hoc* messaging to communicate public safety information (*e.g.*, inclement weather or flood warnings, special events, or disruptions in service) or as required by the County.

2. The Operator shall provide textual, visual, and auditory cues in their mobile phone app when users are attempting to park Devices in No Parking Areas and when users are attempting to ride in No Ride Areas.

Deployments

1. The Operator shall deploy Devices in a corral if one exists on the block face of their desired deployment location and there is adequate room for additional Devices. "Block face" means a segment of street bounded by connecting cross streets or bounded by a cul-de-sac or dead-end and a successive cross street, or between two successive cul-de-sacs or dead ends.
2. The County may revoke the Operator's Permit if the Operator has not deployed Devices within ninety days of being issued a Permit.
3. Fifty percent of the Operator's approved fleet size must be operational throughout the duration of the Permit.
4. The Operator shall deploy no more than five Devices per block face.
5. A minimum of fifteen percent of the Operator's Devices in service must be deployed each morning in locations that are outside of the Rosslyn-Ballston and Richmond Highway Metro corridors, as identified on the General Land Use Plan's Map pursuant to County Code § 14.2-122(D)(1). The County Manager or designee may amend the percentage or geographic specificity of the distribution requirement based on performance data from ongoing operations.

Data Feed Requirements

1. Mobility Data Specification - The Operator shall provide the County and the County's agents with secure, accurate, and authenticated data on its entire permitted fleet through documented Application Programming Interfaces (APIs) conforming to the Mobility Data Specification (MDS).[2]
2. The County will determine which version of MDS released by the Open Mobility Foundation (OMF) is required, and the County will have the option to require newly OMF-approved versions to be supported within a reasonable timeframe.
3. The Operator shall provide the latest version of the General Bikeshare Feed Specification (GBFS) API.[3] The API must be publicly accessible and available without authentication with URLs posted on the Operator's website and mobile app. The GBFS API shall be available under a non-revocable license that allows the API data to be used, modified, and shared without restriction beyond attribution to the public, to third party application developers, and to the County.[4] The Operator shall register their GBFS API with the North American Bikeshare & Scootershare Association GBFS systems catalog.[5]
4. The Operator shall populate all required fields in all APIs.

[2] https://github.com/openmobilityfoundation/mobility-data-specification
[3] https://www.gbfs.org/documentation/
[4] https://github.com/openmobilityfoundation/governance/wiki/Releases
[5] https://github.com/NABSA/gbfs/blob/master/systems.csv

5. The Operator shall update the MDS status endpoint at least every 1 minute during operation.
6. The Operator shall include all optional or conditionally required fields of MDS.
7. The Operator shall provide MDS and GBFS APIs to the County prior to deploying any Devices in the County.
8. The Operator shall notify the County at least 30 days prior to changing the URL of any API endpoint.
9. The Operator shall provide industry standard documentation for all APIs and release notes for all significant releases.
10. The County may change data feed, API, and version requirements at any time. Upon written notification to the Operator that the County has changed any such requirements, the Operator shall conform to the requirements within a reasonable timeframe.
11. Data must be shared with the County for all Devices within the County, including, but not limited to, Devices that are not presently available for rent.
12. The Operator shall retain data and keep it accessible via all required endpoints for at least two years after it is generated.

Equity Distribution Requirements

1. The County will provide a map of designated Equity Emphasis Areas (EEAs).
    a. A minimum of 0.75% of the Operator's deployed Devices must be within each EEA from 4 AM – 6 AM.
    b. Furthermore, a total of 10% of the Operator's deployed Devices must be within all EEAs from 4 AM – 6 AM. If the Operator has multiple Device types, they are required to meet these requirements per Device type.
2. The County may change the equity requirements, including, but not limited to, the EEA designations and boundaries, at any time. Upon written notification to the Operator that the County has changed any such requirements, the Operator shall put the new requirements into effect within 30 calendar days.

Reporting

1. Monthly Data Reporting
    a. Without prejudice to the Operator's rights and interest to its commercially privileged and sensitive information, it shall provide to the County point of contact required data in a **Monthly Report by the 10th of each month** for the previous month's activity.
    b. The Operator shall use a County-provided template for Monthly Report data and shall send the Monthly Report via email to the County point of contact. The Operator shall not use a third-party software from which the County is to download the Monthly Report.
    c. The data required in the Monthly Report template may include, but is not limited to, the following items:

i. Number of trips that start in EEAs.

ii. Number of trips that end in EEAs.

iii. Number of trips that start and end in EEAs.

iv. If discounts are offered for trips that start or end in EEAs, the number of discounts given, the total value of these discounts, and the number of unique users who received discounts.

v. Number of "Active Equity Program Participants" -- defined as the number of unique users who participate in the reduced cost equity program and take one or more trips during the reporting period.

vi. Number of new equity program participants from the prior month.

vii. Number of trips recorded by equity program participants.

viii. Average length of equity program participant trips, in time and distance.

ix. If discounts or rewards are used as incentives to encourage users to park in corrals, or other designated parking areas, the number of parking events that occurred during the reporting period that earned those discounts or rewards, the number of unique users who earned discounts or rewards, and the total value of those discounts or rewards.

x. Other information not identified here that the Operator determines the County would benefit from receiving.

2. The Operator shall report to the County Police or Fire Department and copy the TRAC bureau's point of contact within 24 hours of discovery any issues which could affect public safety including, but not limited to, reports of criminal activity involving the Operator's Devices, reports of a crash with a fatality or hospitalized injury involving Operator's Devices, any contact with the County Police Department, any contact with the County Fire and EMS Departments, or any defect in equipment including, but not limited to, any instance of fire, tampering, or damaged or leaking batteries. Relevant contact numbers include, but are not limited to:

    a. Emergency: 911

    b. Non-emergency Police: 703-558-2222

    c. Fire Chief's Office: 703-228-3361

    d. ACPD Telephone Reporting Unit: 703-228-4300

Legal Requirements

Applicable Law, Forum, Venue, and Jurisdiction - This Application and any ensuing Permit are governed in all respects by the laws of the Commonwealth of Virginia. The jurisdiction, forum, and venue for any litigation concerning this Application and any ensuing Permits is in the Circuit Court for Arlington County, Virginia, and in no other court.

No Right, Title, or Interest - The Operator expressly acknowledges that this Application and any ensuing Permits do not constitute any conveyance, title, or interest in real property, in whole or in part.

Non-transferability - This Application and any ensuing Permits are non-transferable. The Operator cannot transfer its rights under this Application or any ensuing Permit to any other entity or individual, including, but not limited to, subsidiaries. A prospective transferee must apply for its own Permit.

Indemnification - The Operator covenants for itself, its employees, its contractors, and its subcontractors to save, defend, hold harmless, and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including, but not limited to, court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Operator's acts or omissions, including, but not limited to, the acts or omissions of its employees, contractors or subcontractors, in performance or nonperformance of the Application or any ensuing Permit. This duty to save, defend, hold harmless and indemnify will survive the termination of any Permit awarded to the Operator. If the Operator fails or refuses to fulfill its obligations contained in this paragraph or the next paragraph, the Operator must reimburse the County for any and all resulting payments and expenses, including without limitation reasonable attorneys' fees. The Operator must pay such expenses upon demand by the County.

The Operator agrees to defend, indemnify, and hold harmless County from any and all damages, costs, claims, expenses, suits, losses, liabilities, or obligations of any kind including without limitation, environmental assessments, evaluations, remediations, fines, penalties, and clean-up costs which may be asserted against or imposed upon, or incurred by County arising from Operator's discharge or disposal of any hazardous or toxic materials, trash, debris, refuse, waste or other materials related in any way to the Operator's operations herein.

Virginia Freedom of Information Act - The parties understand and agree that Arlington County is subject to the terms and provisions of Virginia Code §§ 2.2-3700 *et. seq.*, the Virginia Freedom of Information Act ("VFOIA"). All public records in the County's custody, possession or control shall be open to the public for inspection and copying to the extent that such disclosure is required by law.

Termination - The Application and any ensuing Permits are subject to the renewal, non-renewal, suspension and revocation clauses of County Code Chapter 14.2, Article X. Upon termination, suspension or revocation of the Operator's Permit, the Operator shall remove all Devices under its ownership or control within five business days of the date of termination, suspension, or revocation and shall cease all operations within the service area once the Devices have been removed. Thereafter, the County shall consider any of the Devices not removed as abandoned property and shall dispose of them as it deems fit.

No Waiver of Immunity - Nothing in this Application or any ensuing Permit, nor any action taken by the County pursuant to this Permit, nor any document that arises out of this Permit, shall constitute or be construed as a waiver of the County's sovereign immunity or the governmental immunity of the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions.

No Waiver of Breach - Failure by the County to enforce any covenants and obligations herein contained shall in no event be deemed a waiver of the right to do so thereafter.

Nonexclusivity of Remedies - All remedies available to the County under this Application and any ensuing Permits are cumulative, and no remedy will be exclusive of any other at law or in equity.

Attorney's Fees – In the event that the County prevails in any legal action or proceeding brought by the County to enforce any provision of this Application or any ensuing Permit, the Operator will pay the County's reasonable attorney's fees and expenses.

Severability - The sections, paragraphs, clauses, sentences, and phrases of this Application and any ensuing Permit are severable. If any section, paragraph, clause, sentence, or phrase of this Application or any ensuing Permit is declared invalid by a court of competent jurisdiction, the rest of the Application or any ensuing Permit will remain in effect.

Survival of Terms - The terms of this Application and any ensuing Permit that by their nature are intended to survive its expiration or termination shall survive the expiration or termination of this Agreement, including, without limitation, the Operator's obligations regarding reimbursing the County for expenses related to abandoned Devices and the paragraphs with the headings Indemnification, Applicable Law, Forum, Venue, and Jurisdiction, Attorney's Fees.

Headings - The section or paragraph headings in this Application and any ensuing Permit are inserted only for convenience and do not affect the substance of the Application or Permit or limit the sections' or paragraphs' scope.

Interpretation - In this Application and any ensuing Permit, unless the context requires otherwise, words singular and plural in number shall be deemed to include the other and pronouns having masculine or feminine gender shall also be deemed to include the other, references to sections, regulations or statutes shall be construed to include all regulatory or statutory provisions succeeding, replacing, amending, or supplementing the section, regulation or statute; references to an Operator in this Application or any ensuing Permit include their successors; references to a document or agreement, including, but not limited to, this Application or any ensuing Permit, includes a reference to that document or agreement and all subsequent amendments and other modifications to such instruments; the words "including," "includes" and "include" shall be deemed to be followed by the words "but not limited to" or "without limitation" or words of similar import; the word "or" is not exclusive; the term "and/or" means the same as "or;" the term "must" means the same as "shall."

Appendix A

ACH AND WIRE TRANSFER INSTRUCTIONS

The following are the incoming Wire & ACH (Automated Clearing House) instructions for general payments made to the Treasurer of Arlington County, Virginia.

With all payments include:

- Your account or invoice number
- Your company and DBA names
- Your contact information
- The department and bureau you are paying (DES / Transportation Resources for Arlington County)
- Type or purpose of the payment (Micromobility Business Permit application fee)

Bank Name	Wells Fargo Bank, NA
Address	420 Montgomery Street San Francisco, CA
Routing number	121-000-248
Checking Account #	2000043154908
For credit to	Treasurer of Arlington County, DES TRAC SMD
Address	2100 Clarendon Boulevard, Suite 900 Arlington, VA, 22201
Additional Information	DES / Transportation Resources for Arlington County Micromobility Business Permit application fee

For further bank confirmation, please call Arlington County's Wells Fargo Bank

ACH coordinator Ashleyrae Vaughan, Ashleyrae.Vaughan@wellsfargo.com

Tel: 434 544 2484; or

May Wong: may.wong2@wells fargo.com Tel: 410 332 5209.

Appendix B

ARLINGTON COUNTY MASTER TRANSPORTATION PLAN GOALS

New applicants will be evaluated based on how well their proposed micromobility service would help the County meet the County's Master Transportation Plan (MTP) goals. These goals can be found in their entirety in the *Arlington County, Virginia, Master Transportation Plan – Goals and Policies Summary* [6] but have been provided below for convenience with examples of possible responses. In addition to alignment with the goals and strategies in the MTP, the County may consider any other information deemed relevant in evaluating applicants and Applications.

Goal 1 – Provide High-Quality Transportation Services. Provide high-quality transportation services for all users and modes.

Relevant Goal 1 Strategies:

> "1. Provide and promote affordable, convenient, and integrated transportation choices."
>
> . . .
>
> "3. Increase the overall person-capacity of Arlington's transportation network through the more efficient use of existing street rights-of-way." Micromobility Service Implementation

Micromobility Service Implementation Examples:

> Incentivize customers to use corrals or charging stations.
>
> Create a system which rewards safe, courteous riding and penalizes unsafe, discourteous riding.

Goal 2 – Move More People Without More Traffic. Provide more travel choices and reduce the relative proportion of single-occupant vehicle (SOV) travel through Transportation Demand Management (TDM), telecommuting, and travel shifts to other modes including, but not limited to, transit, carpooling, walking, and bicycling.

Relevant Goal 2 Strategy:

> "3. Encourage the use of environmentally sustainable modes, including, but not limited to, bicycling, walking, transit, carpooling, and telecommuting."

Micromobility Service Implementation Examples:

> Work with a developer to integrate Devices into a new development site plan and a transportation demand management plan.
>
> Provide incentivizes for frequent users (*i.e.*, commuters, students). Ensure the pricing is competitive with less sustainable modes.

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[6] Arlington County, Virginia, Master Transportation Plan – Goals and Policies Summary, available at https://www.arlingtonva.us/Government/Projects/Plans-Studies/Transportation-Plans-Studies/Master-Transportation-Plan

Goal 3 – Promote Safety. Provide transportation system operations that are safe and secure and enable prompt and effective emergency responses.

Relevant Goal 3 Strategy:

> "1. Minimize rates of injuries and accidents for each mode and ensure that transit riders, pedestrians, bicyclists, and motorists feel safe and comfortable at all times when traveling in Arlington."

Micromobility Service Implementation Examples:

> Multifaceted and forward-facing safety regulation and etiquette messaging through smartphone app and other routine member communication.
>
> Track the root causes of crashes and improve device safety and user education to reduce crash rates.
>
> Host courses to educate users on how to use the device and how to ride in the street and on the sidewalk.
>
> Develop kickstands that improve compliance with the County requirement that device be upright at all times.
>
> Conduct routine inspections of Devices for condition and repair needs. Promote and incentivize use of bike and scooter parking facilities and corrals.
>
> "Carrot" and "stick" approaches to improving user parking behavior to keep Devices out of the way of pedestrians, sidewalk clear width, curb ramps, building entrances, etc.
>
> Respond in a timely manner to service requests.

Goal 4 – Establish Equity. Serve the mobility and accessibility needs of all residents regardless of age, income, or ability.

Relevant Goal 4 Strategies:

> "1. Provide safe and convenient pedestrian access on all streets."
>
> . . .
>
> "3. Provide good quality travel options for all residents and workers throughout the county regardless of their location."
>
> "4. Support programs that emphasize the special transportation needs of children, the elderly and the disabled."
>
> "5. Provide a broad array of transportation options that ensure access to affordable travel."

Micromobility Service Implementation Examples:

> Conduct extensive outreach to register low-income users.
>
> Ensure Devices are available in low-income communities within the County. Offer accessible Devices for individuals with disabilities.

Ensure Devices are parked appropriately in corrals and out of the sidewalk clear width.

"Carrot" and "stick" approaches to improving user parking behavior to keep Devices out of the way of pedestrians, sidewalk clear width, curb ramps, building entrances, etc.

Respond in a timely manner to service requests.

Goal 5 – Manage Effectively and Efficiently. Fund, develop, manage, and maintain transportation facilities and services in an equitable and cost-effective manner.

Relevant Goal 5 Strategies:

"3. Manage motor vehicle congestion by emphasizing transportation alternatives, parking management, and queue management."

"4. Identify and pursue policies and practices that take advantage of new technologies that can enhance the quality and efficiency of transportation facilities and services. Carefully design and implement demonstrations of such innovations."

"5. Plan, measure and evaluate service with a general emphasis on daily and weekly peak demand."

Micromobility Service Implementation Examples:

Provide parking enforcement innovation, such as an on-board lock and incentive to use it to lock to something, incentive for customers to use corrals and charging stations if available, etc.

Geofence slow-ride zones where the riding speed is limited, such as sidewalks. Provide incentives for use of Devices in conjunction with public transportation.

Communicate with County officials any policy or technology change that has the potential to benefit or impact riders.

Goal 6 – Advance Environmental Sustainability. Reduce the impact of travel on community resources including, but not limited to, air and water quality and increase energy efficiency.

Related Goal 6 Strategies:

"1. Increase energy efficiency and reduce hydrocarbon emissions by encouraging and accommodating nonmotorized travel, public transit, carpooling, telecommuting, and alternative-fuel vehicles."

Micromobility Service Implementation Examples:

Replace fossil-fueled powered maintenance and rebalancing vehicles with environmentally friendly ones.

Replace motor vehicle trips to recharge the Devices with charging stations for customers to use.

Incentivize customers to help rebalance Devices or solve other challenges (*i.e.*, the Capital Bikeshare Bike Angels program).

Appendix C

APPLICANT INFORMATION FORM

Check one: ( ) New permit ( ) Renewal of expiring permit ( ) Change to existing permit

Operator (Business Entity) Name:	
Primary Point of Contact Name:	
Primary Point of Contact Phone:	
Primary Point of Contact Email Address:	
Mailing Address:	
Website:	
Fleet Mode: (*e.g.*, e-scooter, e-bike, etc.)	
Proposed Maximum Fleet Size:	
Proposed Accessible Device Type(s) and Fleet Size(s): (*e.g.*, handcycle, tricycle - no annual fee and does not count towards fleet cap)	

By signing this Application, the signer (1) has read and understood the Application and Chapter 14.2, Article X, (2) certifies that he or she has the authority to sign for and bind the Operator, and, (3) by virtue of the signer's signature, the Operator is bound by the provisions of the Application and Chapter 14.2, Article X.

Signature: _____

Printed Name: _____

Title: _____

Authority to Conduct Business on Behalf of: _____

Date: _____

Subscribed and sworn to before me this _____day of _____, _____

Notary Public: _____

Arlington County Authorized Use Only	
Permit Term:	Application Complete Date:
Permit Approved Date:	If Approved, Mode & Fleet Size:
Authorized By:	