

1316 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251  
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

September 24, 2024

Ms. Daniela Alberca  
LAZ Parking Midwest, LLC.  
1 Financial Plaza, 14<sup>th</sup> Floor  
Hartford, CT 06103  
[dalberca@lazparking.com](mailto:dalberca@lazparking.com)

RE: Renewal of Public Parking Facility License

Dear Ms. Alberca:

Thank you for submitting your renewal of Public Parking Facility License for the Public Parking Facility License at 119 W. Wayne St. Upon further review by a City Inspector, it came to our attention that the current signage for the parking lot is missing the rates signage and contact information at both entrances, in accordance with Municipal Code Section 4-39:

The sign shall give the #**PBP2024-016** under which the lot is operated.

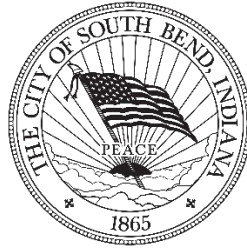
Kindly update the current signage with your new City license number, rates charged and contact information at both entrances and email a photo to [hhorvath@southbendin.gov](mailto:hhorvath@southbendin.gov). The Board has approved this license, contingent upon this remedy. Should you have any questions, please contact this office at (574) 235-9251.

Sincerely,

*/s/ Theresa Heffner*

Theresa Heffner, Clerk

Enclosures  
TH/hh



**INTEROFFICE MEMORANDUM  
BOARD OF PUBLIC WORKS**

**DATE:** 07/01/2024

**TO:** Jim Wood, Neighborhood Services and Enforcement  
Chris Dressel, Community Investment  
Derek Erquhart, Fire Department  
Kyle Ludlow, Engineering

**FROM:** Theresa Heffner, Clerk

**SUBJECT:** Annual License Application for Public Parking Facility

**LOCATION:** LAZ Parking Midwest, LLC  
119 W. Wayne St.

---

Public Parking Facilities are regulated by municipal code section 4-39. (Copy attached). Please review the attached public parking license application and provide your recommendations in the spaces below.

**NEIGHBORHOOD SERVICES AND ENFORCEMENT:** Favorable

**COMMUNITY INVESTMENT:** Favorable

**FIRE: Section 4-39(k) –** Favorable

**ENGINEERING: Section 4-39(b)** Favorable contingent on licensee placing rates signage and contact information at both entrances.

Sec. 4-39. - Public parking facility.

- (a) *Definition.* Public parking facility shall mean any plot, piece or parcel of land or any building or structure used for the purpose of storing motor vehicles where the owners or persons storing such vehicles are charged a fee and which are open to the public.
- (b) *Signs required:*
- (1) Each licensee under this section shall maintain at each entrance to the licensed public parking facility a permanently affixed sign suitable to apprise persons using the public parking facility of the name of the licensee, the hours of the day or night during which such places are open for storing motor vehicles, the rates charged and the closing hours of such lot.
  - (2) When more than one rate is charged for parking, the figures of each rate shall be of the same size and dimensions. The figures shall measure not less than eight (8) inches in height. The letters and figures indicating the closing hours shall not be less than four (4) inches in height.
  - (3) The sign shall give the number of the City license under which the lot is operated.
  - (4) Where the licensee operates a receiving lot in which cars are accepted with the understanding that such cars may be removed to another lot, the licensee shall post on such sign, in letters not less than four (4) inches in height, the following information: "Receiving Lot—Cars Parked Here May Be Moved To No. \_\_\_\_\_ Street," (giving the address to which such cars are moved).
  - (5) All signs shall be subject to the approval of the Building Commissioner of the City.
  - (6) Where separate rates or charges are made for day parking and for night parking, notice shall be posted on the signs described in subsection (b)(1) of this section.
- (c) *License required.* No person shall maintain or conduct a public parking facility within the City without first having obtained the approval from the Board of Public Works and a license issued by the Controller.
- (d) *Application:*
- (1) Applications for licenses for public parking facilities shall be made by the person intending to operate a public parking facility.
  - (2) The application shall set forth the following:
    - a. The name under which and the place where the open parking lot is to be operated.
    - b. Whether the applicant is an individual, partnership or corporation. If an individual, the name and business and residence address of the applicant shall be given; if a partnership, the name and business and residence address of each partner shall be given; if a corporation, the name, date and state under which such corporation was organized, and the name and business address, resident agent, and a certified copy of article of incorporation, if requested by the Board of Public Works, shall be furnished.
    - c. Whether the premises are owned or leased by the applicant, and, if leased, the name and residence and business address of each owner, or part owner thereof.
    - d. The number of motor vehicles which may, at any one time, be stored upon the premises.
    - e. The hours during which motor vehicles may be stored.
    - f. A complete schedule of the rates to be charged for storing motor vehicles and the hours at which changes in rate take place.
    - g. Such other information as the Board of Public Works may deem advisable.
  - (3) The application shall be signed and verified under oath by the applicant, if an individual, or by a duly authorized agent, if a partnership or corporation.

- (e) *Public parking facility.* A fee of eighty dollars (\$80.00) shall be paid for each license issued under this section.
- (f) *Bond or property liability insurance:*
- (1) No license shall be issued pursuant to this section and public parking facility shall be operated until and unless the licensee under this section has deposited with the Board a bond or property liability insurance policy in the amount scheduled in this section. The bond or insurance policy shall be with one or more adequate sureties or a surety company acceptable to the Board and conditioned that the licensee will pay all final judgments rendered against him for damages arising during the period such bond or insurance policy is in force from the operation of the motor vehicle in such public parking facility, or from loss, damage, theft or conversion of any motor vehicle.
  - (2) Any person who sustains damage by reason of the violation of any provision of such bond or insurance by a licensee may institute suit upon the same and recover any judgment that may be obtained by reason of such suit.
  - (3) The bond or insurance policy shall meet the following requirements:
    - a. It shall contain a provision that it shall continue in force until ten (10) days after written notice of cancellation has been delivered to the Board of Public Works or until the license of the applicant has been revoked.
    - b. The obligation of the bond or insurance policy shall not exceed the principal amount of the bond.
    - c. The bond or insurance policy shall be in the following amounts:
      1. Where the licensee conducts one (1) lot, ten thousand dollars (\$10,000.00).
      2. Where the licensee conducts two (2) lots, fifteen thousand dollars (\$15,000.00).
      3. Where the licensee conducts three (3) lots, the sum of twenty thousand dollars (\$20,000.00).
      4. Where the licensee conducts four (4) or more lots, the sum of twenty-five thousand dollars (\$25,000.00).
- (g) *Investigation of applicants; issuance of license:*
- (1) If, after investigation, the Board of Public Works determines that the applicant for a license meets the requirements of the section, the Board shall report the same to the Controller.
  - (2) The Controller shall issue to the applicant a license for a public parking facility upon payment of the proper fee.
- (h) *Claimchecks or tags:*
- (1) At the time of accepting a motor vehicle for storage or parking in any public parking facility the person conducting the lot, or his agent, servant or employee, shall furnish to the person parking his motor vehicle a distinctive check.
  - (2) The check shall be numbered to correspond to a coupon placed upon such motor vehicle and contain the name and address of the place and the owner operating such public parking facility. Upon such check shall be written, printed, cut out or stamped the date, and, if parking is charged for on an hourly basis, the time of acceptance of such motor vehicle.
  - (3) The above provision shall not be applied where cars are stored on a monthly fee basis.
- (i) *Rate changes:*
- (1) No licensee under this section shall make any charge for storing any motor vehicle in a public parking facility in excess of that set forth in his application for a license, unless he has:
    - a. Notified the Board of Public Works in writing of the change.
    - b. Posted signs showing such change in the same manner as set forth in subsection (b).
- (j) *Claims against lot; reports; liability after hours:*

- (1) Each licensee under this section shall immediately notify the Controller of any claim over twenty-five dollars (\$25.00) made by reason of any loss, theft or conversion occurring upon his premises or of any claim for damages arising from the operation of his public parking facility.
  - (2) The obligation of any person operating or conducting a public parking facility under the terms of this section to the owner of a motor vehicle parked therein shall not extend beyond the regular posted hours of attendance, as posted upon the open parking lot and printed upon the regular receipt check furnished to the motor vehicle owner.
- (k) *Fire equipment required; cars to be accessible:*
- (1) Public parking facilities shall be equipped with proper fire extinguishing apparatus subject to the approval of the Fire Department.
  - (2) All motor vehicles shall be stored in such a manner that they may be reached readily in case of fire or other emergencies.
- (l) *Temporary lots; restrictions:*
- (1) Nothing contained in this section shall be deemed to require the licensing of temporary lots operated for the accommodation of motorists attending public functions, such as football games or circuses, even though a fee may be charged the patrons of such temporary lots. No such temporary lots, however, shall be operated more than two (2) days in any week.
  - (2) At the entrances of the temporary lots there shall be placed a sign on which is printed the words, in letters of sufficient size to be legible to all patrons "Temporary Parking Lot—Not Licensed."
- (m) *Exemptions.* All governmental owned and operated public parking facilities shall be exempt from the licensing provisions of this chapter.

(Ord. No. 6998-81, § 1; Ord. No. 7723-86, § 2; Ord. No. 9093-00, § XII)

CARD  
REC. 626295 \$85.00

## LICENSE APPLICATION FOR - PUBLIC PARKING FACILITY MUNICIPAL CODE SECTION - 4-39

I. APPLICATION TYPE Check One: New \_\_\_\_\_ Renewal \_\_\_\_\_

### II. BUSINESS DATA

A. Business Name: LAZ PARKING MIDWEST, LLC

B. Business Address: 119 W. WAYNE ST.

City: SOUTH BEND State: IN Zip: 46601

C. Mailing Address (If different from above): 1 FINANCIAL PLAZA 14TH FLOOR

City: HARTFORD State: CT Zip: 06103

D. Business Telephone Number: 860-522-7641

E. Business Fax Number: \_\_\_\_\_

F. E-Mail Address: COMPLIANCEMAIL@LAZPARKING.COM

G. Maximum Number of Vehicles that can be parked at facility at one time: 500

H. Total Number of Parking Spaces at facility: 500

I. Hours during which vehicles may be stored: 24/7

H. Premises are (check one): Leased by Applicant \_\_\_\_\_ Owned by Applicant

If Leased:

Owner's Name: LAZ PARKING LLC

Owner's Business Address: 1 FINANCEIAL PLAZA 14TH FL.

City: HARTFORD State: CT Zip: 06103

Owner's Residential Address: \_\_\_\_\_

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

J. Insurance Carrier and Amount of Liability Insurance **OR** Bonding Agent and Amount of Bond:  
BROWN & BROWN INSURANCE SERVICES, INC. \$1,000,000.00

### For Office Use Only

Application Filed JUL 0 1 2024 Public Works Approval \_\_\_\_\_

Application Fee Paid JUL 0 1 2024 License Fee Paid JUL 0 1 2024

Sent to Dept. JUL 0 1 2024 License Number PBP2024-016

Not Approved \_\_\_\_\_  
Reason \_\_\_\_\_

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik  
Elizabeth A. Maradik, President

Gary A. Gilot  
Gary A. Gilot, Member

Murray L. Miller  
Murray L. Miller, Member

Joseph R. Molnar  
Joseph R. Molnar, Vice President

Briana Micou  
Briana Micou, Member

Theresa M. Heffner  
Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

LICENSE APPLICATION FOR - PUBLIC PARKING FACILITY  
MUNICIPAL CODE SECTION - 4-39

III. PERSONAL DATA

A. Applicant's Legal Name: Daniela Alberca  
B. Residential Address: 79 High Ledge Circle  
City: Manchester State: CT Zip: 06040  
C. Residential Telephone Number: 860-990-3684  
D. Residential Fax Number: \_\_\_\_\_  
E. Cellphone Number: Dalberca@lazparking.com  
F. Position with Business: Jr. Compliance Specialist

IV. OWNERSHIP

A. Type of ownership (check one):

\_\_\_\_\_ Sole Proprietorship (If sole proprietorship, proceed to 1).  
\_\_\_\_\_ Partnership (If partnership, proceed to 2).  
 \_\_\_\_\_ Corporation (If corporation, proceed to 3).

1. Sole Proprietor

Name: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

2. Partnership (List at least two (2) partners)

Name #1: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name #2: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

3. Corporation

Legal name of corporation: LAZ PARKING LLC  
Date and state of incorporation: 2019, Connecticut

LICENSE APPLICATION FOR - PUBLIC PARKING FACILITY  
MUNICIPAL CODE SECTION - 4-39

IV. OWNERSHIP (Continued)

A. Type of ownership (continued):

3. Corporation (continued)

Resident Agent:

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

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

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

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

Officers:

alazowskia@lazparking.com

Name #1: Alan Lazowski 860-522-7641

Title: CEO of LAZ PARKING LLC

Business Address: 1 Fancial Plaza 14th Fl

City: Hartford State: CT Zip: 06103

Residential Address: 170 Scarborough St.

City: Hartford State: CT Zip: \_\_\_\_\_

Name #2: \_\_\_\_\_

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

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

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

Residential Address: \_\_\_\_\_

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

Name #3: \_\_\_\_\_

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

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

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

Residential Address: \_\_\_\_\_

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



**LICENSE APPLICATION FOR - PUBLIC PARKING FACILITY  
MUNICIPAL CODE SECTION - 4-39**

V. INCLUDE COMPLETE RATE AND HOUR SCHEDULE WITH APPLICATION

VI. INCLUDE A CURRENT INSURANCE POLICY OR BOND

VII. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

VIII. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Public Parking Facility license found in the City of South Bend Municipal Code, Section 4-39.

Via CityWorks Online Portal

Signature

June 25, 2024 Online

Date

**Daniela Alberca - dalberca@lazparking.com**

**HOUR AND RATE SCHEDULE**

24/7

Unreserved \$55.00

Reserved \$90.00

Part Time \$35.00

Current this garage only charges for monthly parking.





AGENCY CUSTOMER ID: 25084  
 LOC #: See ACORD 25

**ADDITIONAL REMARKS SCHEDULE**

Page \_\_\_ of \_\_\_

<b>AGENCY</b> Amity Insurance A Division of Brown & Brown of MA LLC		<b>NAMED INSURED</b> See ACORD 25	
<b>POLICY NUMBER</b> See Certificate		<b>EFFECTIVE DATE:</b> 7/31/2023	
<b>CARRIER</b> See Certificate	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**  
 THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
**FORM NUMBER:** ACORD 25      **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER G: American Guarantee & Liability Insurance Company	26247
INSURER H: Westfield Specialty Insurance Company	18992
INSURER I: Great American Assurance Company	26344
INSURER J:	

**ADDITIONAL POLICIES**      If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yyyy)	POLICY EXPIRATION DATE (mm/dd/yyyy)	LIMITS	
D	EXCESS GENERAL LIABILITY			XLXD6109900S	7/31/2023	7/31/2024	AGGREGATE	\$4,000,000
E	UMBRELLA LIABILITY			79863543	7/31/2023	7/31/2024	AGGREGATE	\$25,000,000
F	EXCESS LIABILITY			XC9EX00286231	7/31/2023	7/31/2024	AGGREGATE	\$15,000,000
G	EXCESS LIABILITY			AEC011173109	7/31/2023	7/31/2024	AGGREGATE	\$15,000,000
H	EXCESS LIABILITY			XSL345214K00	7/31/2023	7/31/2024	AGGREGATE	\$10,000,000
I	EXCESS LIABILITY			EXC5125913	7/31/2023	7/31/2024	AGGREGATE	\$10,000,000
E	EXCESS LIABILITY			78187246	7/31/2023	7/31/2024	AGGREGATE	\$25,000,000