

## COVER SHEET

### EXEMPTION FROM PARKING LOT DISTRICT TAX

Property Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

Point of Contact's Phone Number: \_\_\_\_\_

Point of Contact's Email: \_\_\_\_\_

Preferred Communication Method for Point of Contact:  Email  Phone

Prior to submitting your application, please verify that the following documents are included in the package:

- Cover sheet
- Completed application form
- List of all tenants located on this property (include sq. ft. of each)
- Site plan of complete property
- Detailed plans of all parking spaces

Please submit completed applications to:

Department of Transportation  
Division of Parking Management  
Management Services & Property Development  
100 Edison Park Drive, 4<sup>th</sup> Floor  
Gaithersburg, Maryland 20878  
240.777.8740 (Office)  
240.777.8730 (Fax)

Attn: Jeremy Souders, Senior Planner  
[Jeremy.souders@montgomerycountymd.gov](mailto:Jeremy.souders@montgomerycountymd.gov)

***Notice: All required supplemental documents must be submitted with a fully executed application to qualify for review. We retain the right to reject an incomplete application in its entirety. Application materials will not be returned to the petitioner. Upon rejection, an application may not be resubmitted until the following fiscal year application deadline.***

Montgomery County, Maryland  
Department of Transportation  
Division of Parking Management

**APPLICATION FOR EXEMPTION FROM  
PARKING LOT DISTRICT TAX**

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

Check Appropriate Parking Lot District

- Silver Spring  
 Bethesda  
 Wheaton  
 Montgomery Hills

Property Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Total Acreage or Square Footage: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

Trade Name of Business on Property: \_\_\_\_\_

Name of Proprietor of Business: \_\_\_\_\_

Phone Number of Business on Premises: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Number of parking spaces upon which this application for exemption is based: \_\_\_\_\_

Is there a parking structure attached to or located within the improvements?  Yes  No

Are any of the above mentioned parking spaces owned by anyone other than the owner of this property?  Yes  No

If yes, list name and address: \_\_\_\_\_

Are there several tenants located on the premises?  Yes  No \* If yes, please complete Exhibit A.

**Present Use of Property:**  Commercial  Residential  Multiple

*Please check off all uses of property in the following Property Usage Section.*

**Property Usage Section:**

- Ambulance Service or Rescue Squad
  - Number of in-service vehicles: \_\_\_\_\_
- Automobile Station/Gas Station
  - Automobile Filling Station:  Yes  No      Number of Bays: \_\_\_\_\_
  - Repair and Service Station:  Yes  No      Floor Area Sq. Ft.: \_\_\_\_\_
  - Convenient Store:  Yes  No      Floor Area Sq. Ft.: \_\_\_\_\_
  - Number of employees on major Shift: \_\_\_\_\_
- Charitable, Eleemosynary or Philanthropic
  - Floor Area Sq. Ft.: \_\_\_\_\_
  - Avg. Number Employee/Full Time
  - Volunteers: \_\_\_\_\_
- Church, Synagogue or place of Worship
  - Was the building in use for religious purposes prior to May 1, 1962?  Yes  No
  - Is the building located within 500 feet of a public parking lot or any commercial industrial parking lot to allow for sufficient parking spaces during the time of services?  Yes  No
  - Is the worship used by a congregation whose religious beliefs prohibit the use of motor vehicles in traveling to or from the religious serviced conducted on Sabbath or principal holidays?  Yes  No
  - Number of Available Seats: \_\_\_\_\_
- Commercial - Regional Shopping Center\*
  - Gross Leasable Area in Sq. Ft.: \_\_\_\_\_
- Commercial Retail - Auxiliary Retail Establishment within Office Building\*
  - Floor Area in Sq. Ft.: \_\_\_\_\_
- Commercial Retail - Retail Establishments, Financial, Sales, Trade, Merchandising\*
  - Floor Area in Sq. Ft.: \_\_\_\_\_
- Commercial Retail- Farm Machinery and Supply Total Interior and Exterior Sales Area in Sq. Ft.: \_\_\_\_\_
- Commercial Retail - Furniture Store
  - Floor Area in Sq. Ft.: \_\_\_\_\_
  - Number of Employees: \_\_\_\_\_
- Community Center, Library, Museum, Civic Club, Private Club, Lodge or Other Use
  - Floor Area Sq. Ft.: \_\_\_\_\_
- Country /Roadside Farmers Markets
  - Total area used for interior and exterior retail display/sales Sq. Ft.: \_\_\_\_\_
- Day Care Centers - children
- Child Care Center

Family Day Care within a Residence

- Floor Area Sq. Ft.: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_

Day Care Center - Senior Adults and/or Persons with Disabilities

- Number of non-residential clients: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_

Educational Institute - Private

- Number of Students: \_\_\_\_\_
- Number of Employees (Staff, Teachers, Administrators): \_\_\_\_\_

Health Club

- Is this Health Club located within an office building  Yes  No
- Floor Area Sq. Ft.: \_\_\_\_\_

Hospital

- Total Floor Area Sq. Ft.: \_\_\_\_\_
- Number of Residential Doctors: \_\_\_\_\_
- Number of Employees on major shift: \_\_\_\_\_

Bed and Breakfast Lodging, Cabin, Tourist Home, Guest Room in Country Inn

(Note: if your property includes pool, meeting rooms, restaurant please check these separately)

- Number of Guest Rooms/Suits: \_\_\_\_\_

Hotel, Motel, Resort or Inn

(Note: if your property includes pool, meeting rooms, restaurant please check these separately)

- Number of Guest Rooms/Suits: \_\_\_\_\_
- Floor Area for places of assembly in Sq. Ft.: \_\_\_\_\_
- Average Number of Employees: \_\_\_\_\_

Industrial or Manufacturing Establishment or Warehouse

- Total Floor Area in Sq. Ft.: \_\_\_\_\_
- Average Number of Employees: \_\_\_\_\_

Medical or Dental Clinic

- Total Gross Floor Area in Sq. Ft.: \_\_\_\_\_

Meeting Centers and/or Ball Rooms

- Sq. Ft. \_\_\_\_\_ used for Ballrooms and Meeting Rooms
- Net Sq. Ft.: \_\_\_\_\_ used for foyers and other space

Mortuary or Funeral Parlor

- Total Floor Area (chapel, viewing parlors, visiting rooms, offices) in Sq. Ft.: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Number of Vehicles: \_\_\_\_\_

Nursing Home/Convalescent Home/Domiciliary Care Home

- Number of Beds: \_\_\_\_\_
- Number of Employees on largest shift: \_\_\_\_\_

Office or Professional Building

- Total Sq. Ft. of Office Building: \_\_\_\_\_
- Gross Floor area used medical practitioners in Sq. Ft.: \_\_\_\_\_
- Gross Floor Area used non-medical professionals in Sq. Ft.: \_\_\_\_\_
- Gross Floor Area used as non-office in Sq. Ft.: \_\_\_\_\_ (please check all other uses)

Tenants participate in Share-A-Ride Program

Private Incentives Programs offered, such as in-house carpool promotions, private shuttle bus, van lease or purchases, reserved carpool spaces and/or transit pass discounts.

*Please check associated categories detailing tenants in this building.*

Office - Medical Practitioner or Dental Practitioner\*

- Number of Offices: \_\_\_\_\_
- Number of practitioners: \_\_\_\_\_

Office - Professional, non-medical\*

- Number of Offices: \_\_\_\_\_
- Number of Professional persons: \_\_\_\_\_

Recreation - Auditorium/Stadium/Theater

- Number of Seats: \_\_\_\_\_

Recreation - Commercial, other than Auditorium, Theater or Stadium

- Floor Area in Sq. Ft.: \_\_\_\_\_
- Number of Courts: \_\_\_\_\_

Recreation - RV Trailer Park or Tourist Camp

- Number of Cabin Camps: \_\_\_\_\_
- Number of Trailer Spaces: \_\_\_\_\_
- Average Number of Employees: \_\_\_\_\_

Recreation - Swimming Pool  Commercial - Swimming Pool

Community

- Number of persons lawfully permitted in pool at one time: \_\_\_\_\_

Railroad Station, Bus Depot or other passenger terminal facilities

Residential - Single family, Semi-family or Two-family (Duplex/ Fourplex)

- Number of Units: \_\_\_\_\_

Residential - Personal Living Quarters/Individual Living Unit

- Number of Units: \_\_\_\_\_

- Residential - Boarding House or Rooming House
  - Number of guest accommodations: \_\_\_\_\_
  - This is a  New Construction  Converted Construction
  
- Residential - Multiple-Family Apartment Dwelling/ Apartment Hotel
  - Number of units with no separate bedroom: \_\_\_\_\_
  - Number of One Bedroom Units: \_\_\_\_\_
  - Number of Two Bedroom Units: \_\_\_\_\_
  - Number of Three or More Bedroom Units: \_\_\_\_\_
  - Floor area of places of assembly: \_\_\_\_\_
  - Number of employees on major shift: \_\_\_\_\_
  
- Residential - Group Home, Housing for Senior Adults or Persons with Disabilities
  - Number of 0-1 bedroom units: \_\_\_\_\_ OR Number of Beds: \_\_\_\_\_
  - Number of 2+ bedroom units: \_\_\_\_\_
  - Number of Employees: \_\_\_\_\_
  
- Residential - Hospice
  - Number of Beds: \_\_\_\_\_
  - Number of Employees on largest shift: \_\_\_\_\_
  
- Residential - Fraternity, Sorority or Dormitory
  - Type:  Dormitory  Fraternity/Sorority
  - Number of Students: \_\_\_\_\_
  - Number of Employees (including house mother/manager): \_\_\_\_\_
  
- Residential - Townhouse Development
  - Number of Townhouses: \_\_\_\_\_
  
- Residential - Mobile Home Development
  - Number of Mobile Homes: \_\_\_\_\_
  
- Residential - Accessory
  - Number of Lots: \_\_\_\_\_
  
- Restaurant or similar places dispensing food, drink or refreshments\*
  - Inside Floor Area for Patrons in Sq. Ft.: \_\_\_\_\_
  - Outside Ground Area for Patrons in Sq. Ft.: \_\_\_\_\_
  
- Self-Storage Facility
  - Does this facility have a Resident Manager that lives onsite?  Yes  No
  - Gross Floor Area in Sq. Ft.: \_\_\_\_\_
  - Number of Employees: \_\_\_\_\_



**Exhibit A**

**TENANTS INFORMATION SHEET**

*\*As of March 29, 1999, it is required that a listing of all office, commercial/retail, restaurant and other group usage tenants be included with the application.*

*If this is applicable to your application, please provide detailed supplement(s) that list tenants by the following usage categories including square feet by unit and gross square feet.*

Office (Non-Medical) and Leased

Office (Medical/Dental) and Leased

Commercial/Retail and Leased

Restaurant Name, Inside Patrons Use Area and Outside Patrons Use Area

Group Other Usage and Leased Inside and Outside