

**CITY OF SALEM
DOWNTOWN PARKING DISTRICT TAX ADJUSTMENT FORM E**

BUSINESS NAME _____

Off-Street Customer Parking Spaces Credit:

To determine if you are eligible for parking space credits that would reduce your Parking District tax, please complete the following questions:

- 1) Number of designated off street parking spaces provided free for your customer's exclusive use. _____
- 2) Please provide a description of the location of these spaces (i.e., lot located adjacent to the north side of the business)

- 3) Of the spaces identified in Line 1, how many spaces are not clearly identified for free customer use with your establishment's name? _____

Clear identification may consist of signage and/or stenciling of each individual stall or signage at the entrance to the designated off-street parking area. Off street parking spaces with conflicting signage (i.e., signage at lot entrance stating free customer parking, with individual spaces labeled permit parking only) would fall under 'not clearly identified'. If the **lot** is designated as "free customer parking", then it should not include employee or permit parking.

- 4) Of the spaces identified in Line 1, not included in Line 3, how many spaces are shared with another business and are not available for business exclusive use during any of your operating hours? _____

Please note for an off-street parking space to qualify for a credit against your Downtown Parking District tax, the parking space must be available exclusively for your customers during your business hours of operation.

- 5) To calculate the total number of off-street customer parking spaces provided, take the amount in Line 1, and subtract the amounts identified in Lines 3 and 4. _____

Enter amount from Line 5 on your Downtown Parking District Tax Statement Form A Line 5 and attach.

Prepared by: _____ Title: _____ Date: _____