



CITY OF CONCORD

PARKING DIVISION

35 Green Street

Concord, NH 03301 - 4299

Police Department • 35 Green Street • Concord, NH 03301 • (603) 225-8640
www.concordnh.gov

SCHOOL STREET PARKING GARAGE

PARKING PERMIT APPLICATION

JULY 1, 2023 – JUNE 30, 2024

PART 1: INSTRUCTIONS

PLEASE PRINT CLEARLY. Please complete this application, sign, and return to the Concord Police Department Parking Division. Applications may be submitted to the Parking Division by mail or in person at 35 Green Street, Concord NH 03301 during the hours of Monday – Friday, 8 AM – 4:30 PM. Upon approval of an application, permits will be mailed to the applicant or made available for pick up at the Concord Police Department. Should you have questions about this application, please call 603-225-8640 for more information.

PART 2: APPLICANT'S INFORMATION

Today's Date: _____

Applicant's Name: _____
First *Last*

Company (if Applicable): _____

Mailing Address: _____

Apt. #: _____ School: _____ Zip Code: _____

Day Phone #: _____ Night Phone #: _____

Email Address: _____

PART 3: TYPES OF PERMITS AND FEES

The following types of permits are available for the State Street Parking Garage. The permit year is July 1 – June 30. Permits are valid for one year and shall be invoiced on a quarterly basis, generally 30 days prior the start of each quarter. Quarters begin on July 1, October 1, January 1, and April 1. Applications received after the start of a quarter shall be prorated accordingly.

Vehicles cannot be left in a space for longer than 48 hours without prior approval of the City of Concord.

Please indicate the type and quantity of permits you desire to purchase below.

| Permit | Permit Name | Days & Hours Valid | Quarterly Fee | Annual Fee | Quantity of Permits You Want |
|--------|---|-----------------------|---------------|------------|------------------------------|
| A | All Day - Shared Permit Parking Area | Mon-Fri; 8AM – 7PM | \$341.25 | \$1,365.00 | |
| | | | | | |
| C | Half Day - Morning Shared Permit Parking Area | Mon-Fri; 8AM – 2PM | \$170.63 | \$682.50 | |
| D | Half Day - Afternoon Shared Permit Parking Area | Mon-Fri; 1PM – 7PM | \$170.63 | \$682.50 | |

PART 4: CONDITIONS FOR USE OF PERMIT

Conditions for use of Permits:

1) General:

- a) Availability of Permits: Permits are available from the Concord Police Department on a first come, first served basis. The City reserves the right to give preferential treatment to certain parkers when obligated to do so by Development Agreements or other similar agreements as approved by the City Council.
- b) Only Valid at School Street Garage: Permits are only valid in the School Street Parking Garage located at 17 School Street, Concord NH 03301. Permits **CANNOT** be used on-street or at any other municipal parking garage or surface lot. Improper use of permits will result in a violation. Vehicles can not remain in a space longer than 48 hours without prior approval of the City of Concord.
- c) Days & Hours: Permit is valid Monday – Friday, 8 AM – 7 PM, excluding Municipal Holidays. Municipal Holidays shall mean New Year’s Day, Martin Luther King / Civil Rights Day, President’s Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples Day, Election Day (when applicable), Veteran’s Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day. The general public shall have the ability to occupy permit parking spaces outside permit hours or during Municipal Holidays.
- d) Permit Year: Permit is valid from July 1 through June 30. You must apply for a new permit prior to July 1 annually.
- e) Permits Not Valid at Lease Spaces: Permits are only valid at parking spaces signed “Permit Parking” (i.e. white signs). Use of permits at those spaces signed “Lease Parking” (red signs) is expressly prohibited and shall be a violation.

- f) Display of Permit: Permits must be displayed whenever vehicle is parked in a valid permit only space by displaying the permit from the rear-view mirror of the vehicle with front of permit facing the front of the vehicle. Permits affixed to motorcycles must be clearly seen from the front of the motorcycle. Failure to display will result in a violation.
- g) Permits Not Exclusive to One Vehicle: Permit holders may only use the permit in any vehicle which the permit holder owns / operates, its employees own / operate, or its company owns / operates. Permits may not be transferred to any other third parties. It is the responsibility of the applicant to inform all permit users of the terms and conditions of permit usage.
- h) Lost or Stolen Permits: Permit holders are responsible for lost or stolen permits. Permit holders must report the permit ID # of the lost or stolen permit in order to be issued a replacement permit. Permit holders shall be subject to a charge of \$30.00 to replace a permit. Fraudulent use of lost / stolen permits shall be subject to a violation, as well as other penalties, including potential revocation of all permits.
- i) Failure to Make Payments: Permit Holders shall be invoiced by the City for their permits on a quarterly basis. Failure to make payment within 30 calendar days after date of invoice shall result in termination of permit. Continued use of permits after failure to make payments shall be a violation and subject to citations or impoundment of vehicle. In order to reinstate a permit, all outstanding fees shall be paid in full.
- j) Cancellation of Account & Surrender of Permit: Permit Holders who no longer wish to purchase parking shall surrender their permit to the City Parking Division. Permits **MUST** be returned to the Parking Division prior to the start of a quarterly billing cycle in order for account to be cancelled.
- k) No Property Right Created: Permits do not create any property rights, nor guarantee availability of permit parking spaces.
- l) Compliance with Traffic & Parking Laws: Permit holders shall comply with all other parking and traffic ordinances, rules, and regulations. Vehicles can not remain in a space longer than 48 hours without prior approval of the City of Concord.
- m) Eligibility of Parkers with Outstanding Parking Citations: Applicants which have unpaid parking tickets will be required to pay all outstanding citations and finance charges at time of application. Failure to pay parking citations, including outstanding citations prior to application, may result in denial of permit application or revocation or permit.
- n) Location of Permit Spaces: Permit parking spaces are located on the 4th and 5th floors of the facility. The City reserves the right to change the location of permit spaces at any time. See attached floor plans for locations of permit spaces.
- o) Parking is available on a first come; first served basis.
- p) Permits do not guarantee availability of permit parking spaces.

PART 5: SIGNATURE

I certify under penalty of perjury that I have read and agree to the conditions of permit(s) usage.

Name Printed: _____

Signature: _____ Date: _____

PARKING DIVISION OFFICE USE ONLY

Completed by: _____

| Permit | Permit Name | Quantity Issued | Permit ID #s (Attached additional sheet if needed) |
|--------|---|-----------------|---|
| A | All Day – Shared Permit Parking Area | | |
| | | | |
| C | Half Day - Morning Shared Permit Parking Area (AM Permit) | | |
| D | Half Day - Afternoon Shared Permit Parking Area (PM Permit) | | |

School Street Parking Garage Layout Plan

LEVEL #1 FLOOR PLAN

Prepared by City of Concord

Effective June 14, 2021

- PRM Holdings (Inex Properties) Lease Spaces (33 Spaces)
- Capital Plaza Concord (Duprey Company) Lease Spaces (33 Spaces)
- Permit Parking Spaces (City) (0 Spaces)
- Metered Spaces (City) (0 Spaces)
- Public Disabled Parking (City) (0 Space)
- City Vehicle Parking (1 Spaces)



School Street Parking Garage Layout Plan

LEVEL #2 FLOOR PLAN

Prepared by City of Concord

Effective June 14, 2021

- PRM Holdings (Inex Properties) Lease Spaces (0 Spaces)
- Capital Plaza Concord (Duprey Company) Lease Spaces (0 Spaces)
- Permit Parking Spaces (City) (0 Spaces)
- Metered Spaces (City) (99 Spaces)
- Public Disabled Parking (City) (2 Spaces)
- City Vehicle Parking (0 Spaces)



School Street Parking Garage Layout Plan

LEVEL #3 FLOOR PLAN

Prepared by City of Concord

Effective June 14, 2021

- PRM Holdings (Inex Properties) Lease Spaces (0 Spaces)
- Capital Plaza Concord (Duprey Company) Lease Spaces (0 Spaces)
- Permit Parking Spaces (City) (0 Spaces)
- Metered Spaces (City) (102 Spaces)
- Public Disabled Parking (City) (4 Spaces)
- City Vehicle Parking (0 Spaces)



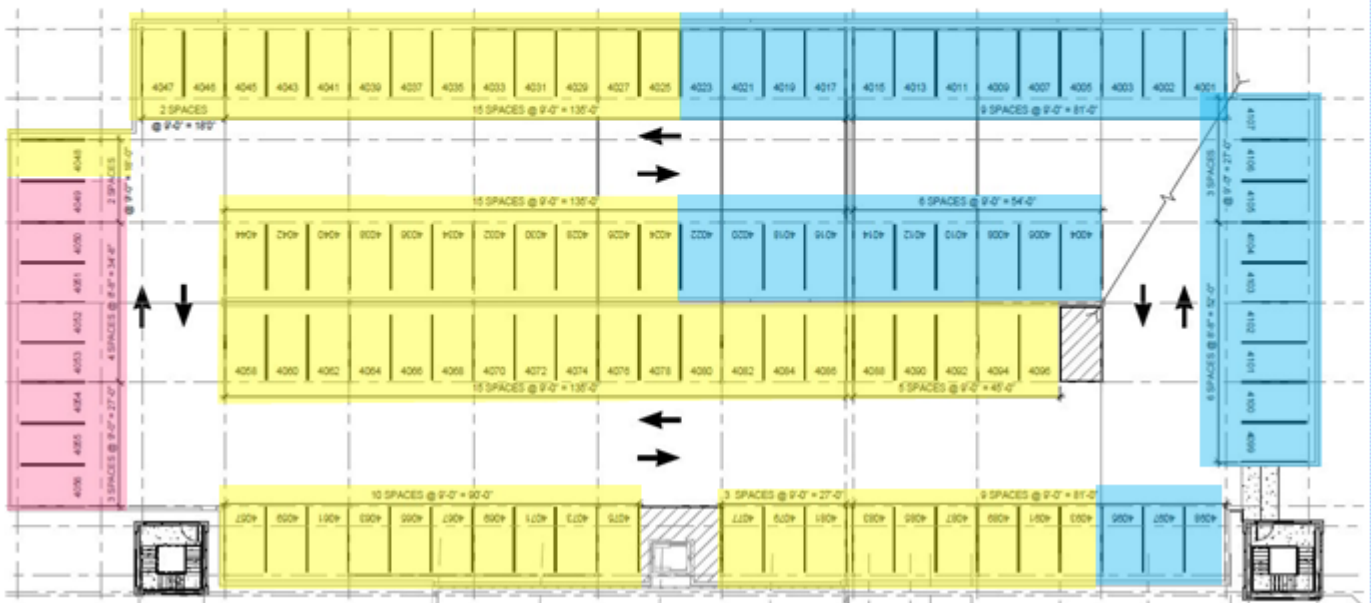
School Street Parking Garage Layout Plan

LEVEL #4 FLOOR PLAN

Prepared by City of Concord

Effective June 14, 2021

- PRM Holdings (Inex Properties) Lease Spaces (8 Spaces)
- Capital Plaza Concord (Duprey Company) Lease Spaces (64 Spaces)
- Permit Parking Spaces (City) (35 Spaces)
- Metered Spaces (City) (0 Spaces)
- Public Disabled Parking (City) (0 Spaces)
- City Vehicle Parking (0 Spaces)



School Street Parking Garage Layout Plan

LEVEL #5 FLOOR PLAN

Prepared by City of Concord

Effective June 14, 2021

- PRM Holdings (Inex Properties) Lease Spaces (0 Spaces)
- Capital Plaza Concord (Duprey Company) Lease Spaces (29 Spaces)
- Permit Parking Spaces (City) (59 Spaces)
- Metered Spaces (City) (0 Spaces)
- Public Disabled Parking (City) (0 Spaces)
- City Vehicle Parking (0 Spaces)

