



# 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

# RESIDENTIAL 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, together with required fee and copy of proof of residency. 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*

Address of Residence: \_\_\_\_\_

Apt. #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from residence): \_\_\_\_\_

Apt. #: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Night Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PART 3: PROPERTY OWNER'S INFORMATION

Property Owner's Name: \_\_\_\_\_  
*First* *Last*

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

Apt. #: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Day Phone #: \_\_\_\_\_ Owner's Night Phone #: \_\_\_\_\_

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

**PART 4: PROOF OF RESIDENCY**

Please provide proof of residency by submitting a copy any of the following. Please check the appropriate box indicating the type of proof of residency you have submitted:

- Current Photo ID with current address
- Current vehicle registration with current address
- Documentation from college registrar’s office with current address (UNH Law or NHTI Students only);
- Current lease or rental agreement in your name
- Current bank statement in your name with current address
- Current credit card, insurance, or utility bill in your name with current address

**PART 5: QUANTITY OF PERMITS REQUESTED**

Residents may secure a maximum of two resident parking permits, unless otherwise waived due to unique circumstances or other hardship. If you have a hardship, please describe in the space below. Please attach additional pages if needed.

Total Quantity of Permits Requested: \_\_\_\_\_

Statement of Hardship: \_\_\_\_\_

**PART 6: PAYMENT**

Payment Due: Number of Permits Requested \_\_\_\_\_ X \$5.00 / Each = \$ \_\_\_\_\_

Payment Options: Please check which form of payment you will use for this transaction. **Payment must be provided at time of application.**

- Check (made Payable to City of Concord NH)
- Cash (in person payment only)
- Credit Card (in person payment only). *Credit card transactions are subject to additional processing fees.*

**PART 7: CONDITIONS FOR USE OF PERMIT AND SIGNATURE**

Conditions for use of Permits:

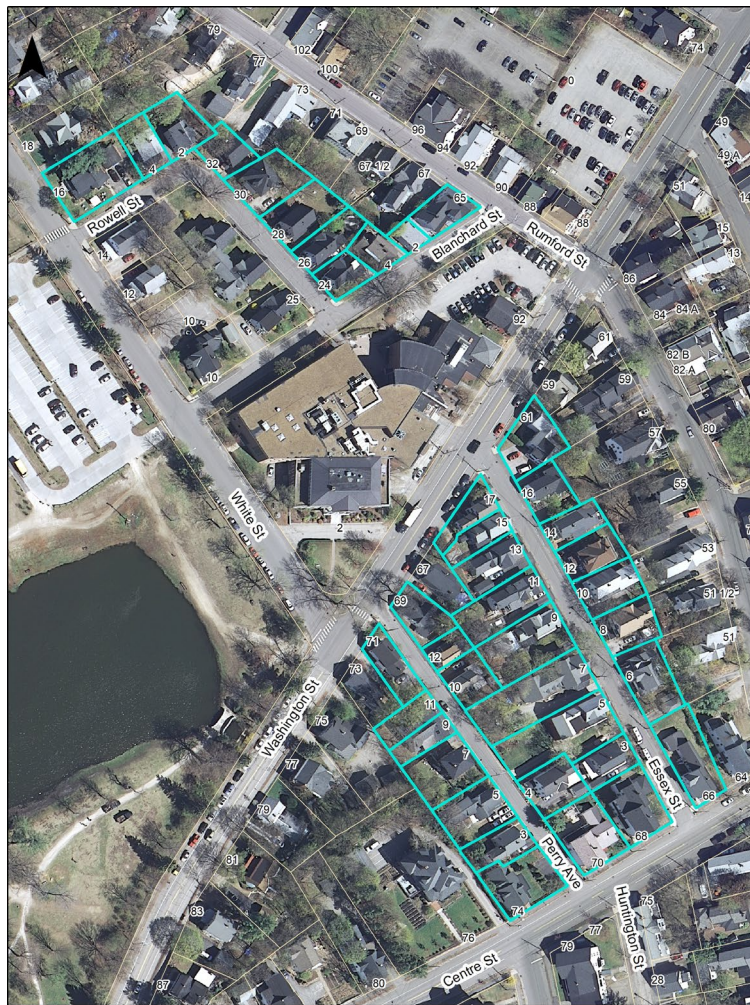
- Only residents of dwellings located on the following streets are eligible for permits: *Essex Street (Center to Washington), Essex Street (Blanchard to Rowell), Blanchard Street (Rumford to Essex), Perry Avenue (Centre to Washington), and Rowell Street (Essex to White).* See attached map for eligible properties.
- *Permits are only valid on Blanchard Street (Rumford to Essex), Essex Street (Blanchard to Rowell), and Essex Street (Washington to Center, except during January 1 – March 15).*
- Maximum of 2 permits per eligible dwelling unit, unless otherwise waived by the City Manager due to unique circumstances or hardship.
- Permits shall only be used by residents or guests of the dwelling unit for which the permit has been issued. It is unlawful for the permit holder to transfer the permit to any third parties.
- Permits must be displayed whenever vehicle is parked on any of the resident restricted streets listed above. Failure to display will result in a violation.
- Permit is valid from July 1 through June 30. Permits must be renewed prior to July 1<sup>st</sup> annually.

- Permit holders shall be responsible should their permit become lost or stolen. Permit holders must report their permit identification number to the City in order to be issued a replacement permit. Permit holders shall be subject to a charge of \$5.00 to replace a permit. Fraudulent use of lost / stolen permits shall be subject to penalties.
  - Permit holders shall surrender said permit to the Parking Division upon termination of residency. It shall be unlawful for any person to represent that he is entitled to such permits when he is not so entitled, to fail to surrender permits to which he is no longer entitled, or to park a vehicle displaying such permits at any time when the holder of such permits is not entitled to hold them. No refunds will be issued by the City upon surrender of permits.
  - Permits do not create any property rights, nor guarantee availability of permit parking spaces.
  - Permit holders shall comply with all other parking and traffic ordinances, rules, and regulations.
  - Permits are not valid during Parking Bans. Vehicles can not remain in a space longer than 48 hrs.
- I certify under penalty of perjury that I have read and agreed to the conditions of permit(s) usage.

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

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

**PART 8: MAP OF PROPERTIES ELIGIBLE FOR RESIDENT PARKING PERMITS**



<b>Parking Division Office Use Only</b>	
<b>Total # of Permits Issued:</b> _____	<b>Permit ID#s:</b> _____
<b>Date Issued:</b> _____	<b>Issuer:</b> _____