



City of Concord, NH

Engineering Services Division
City Hall, 41 Green Street
Concord, NH 03301
Tel: (603) 225-8520
Fax: (603) 230-3630
engineering@concordnh.gov

Encumbrance Permit Application

Minimum of **Three (3)** Working Days Required for Approval

A **Parking Permit** must be obtained for all metered and time restricted parking spaces affected by the encumbrance. The parking space fee is \$15 per space per day. Parking Permits can be obtained from the Concord Police Department (Parking Enforcement) at 35 Green Street, Concord, NH 03301 (603) 225-8640. The Applicant is responsible for providing all signage, barricades, and equipment required for their work and permit conditions.

Applicant: Fill out sections 1 – 4 only

City Use

1. Applicant Name: _____
 Company: _____ Phone: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
24 HR EMERGENCY TELEPHONE: _____
 Insurance Certificate #: _____
 Insurance Agency: _____
 Permit Bond #: _____
 Bond Agency: _____
 Bond Issue Date: _____ Bond Exp. Date: _____

Permit #: _____
 Approved By: _____
 Approval Date: _____
 Expiration Date: **30 Days from Approval Date**
 YES NO
 Traffic Control Plan Required
 Insurance and Bond Required
 Other Conditions: _____

2. Encumbrance Location: _____
 Scheduled Start Date: _____ Complete: _____
 Purpose of Encumbrance:
 Construction Roofing Painting Brickwork Moving
 Utility Work Window Repair Other: _____
 Type of Encumbrance:
 Dumpster Motorized Lift Staging Moving Container
 Crane Manhole Other: _____

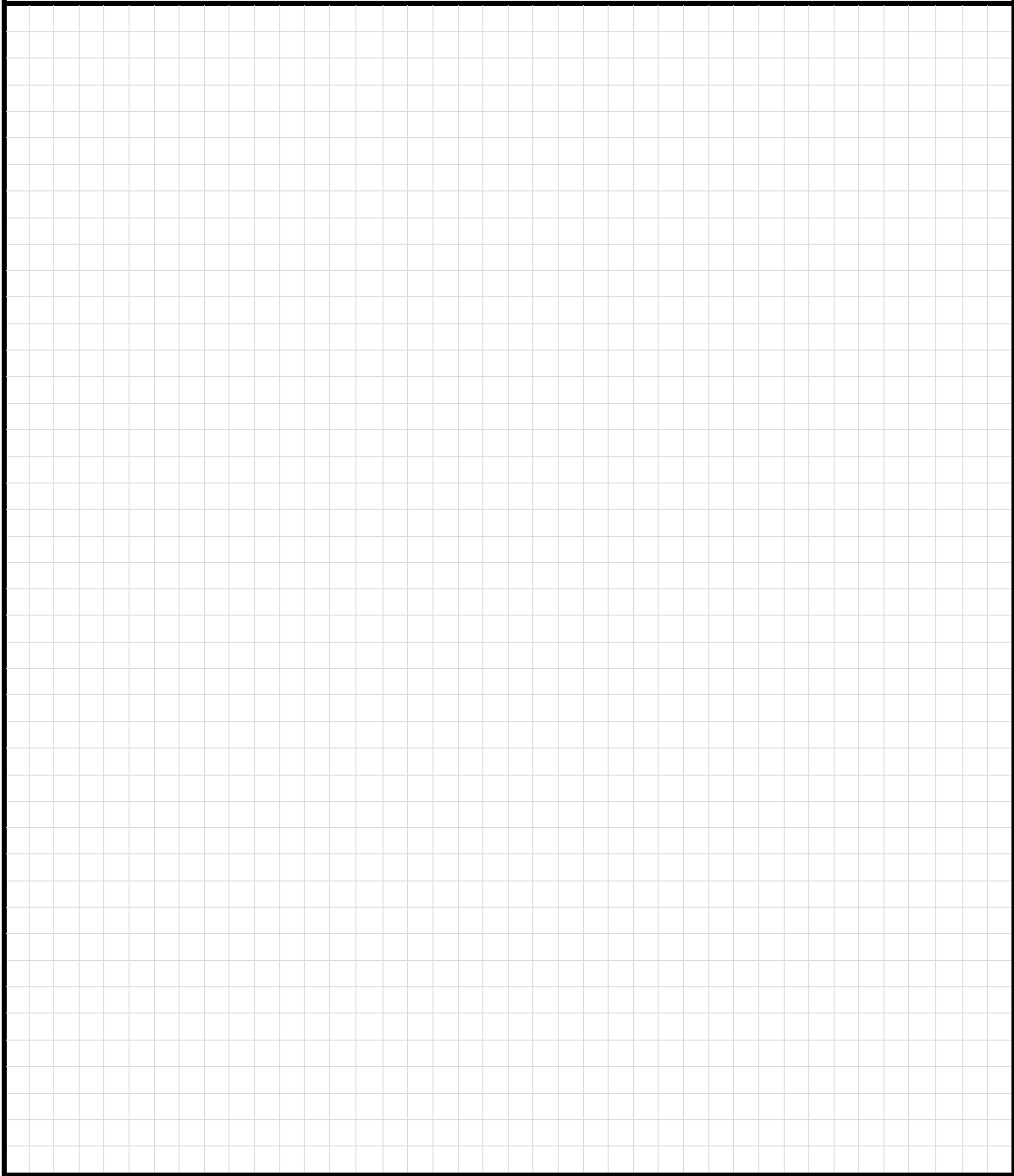
Fees:
 New Permit Renewal
 Administration and Application Fee: \$ 75.00
 (Non-Refundable)
 Sub-total: \$ _____
 Previous Payments: \$ _____
Total Due: \$ _____

3. YES NO
 Parking Permit Required (a parking permit is required for impacts to metered or time restricted parking spaces)
 Traffic Control Plan submitted with application?
 Will sidewalk be closed to pedestrian traffic?
 Is there an alternative sidewalk available for pedestrians?
 Will any part of travel lane and or parking be obstructed?
 Will heavy equipment be driven on Curb / Sidewalks?
 Will materials be hoisted over public way?
 Will work cause materials to wash into storm drains?

Date Paid: _____
 Form of Payment: _____
 Receipt #: _____
 Final Approval: _____
 Date: _____

4. By undersigning this application, the Applicant acknowledges that he/she has read and hereby agrees to abide by the City of Concord's Code of Ordinances, Title 1, General Code, Chapter 5, Public Works, Article 5-1, Highway and Sidewalks – Ordinance No. 2577 Section 5-1-5 and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Services Division.
 Applicant Signature: _____ Date: _____

Sketch location of encumbrance (incl. dimensions and affected parking spaces) in the box provided below.



Please indicate NORTH by placing N on star point

