



**City of Concord**  
**New Hampshire**  
COMMUNITY DEVELOPMENT DEPARTMENT  
ENGINEERING SERVICES DIVISION

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1/18/05 dmf

**Frequently Asked Questions**

**Regarding Subdivision Acceptance**

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**Q. After the roadway has been completed, how do I get a Certificate of Occupancy (CO)?**

**A:** *No CO will be issued until the roadway has been accepted by the City Engineer. Prior to the acceptance by the City Engineer, the roadway must be conditionally accepted by City Council. The developer must submit in writing to the Engineer requesting conditional acceptance by the City Council at least two weeks in advance of the City Council meeting where Conditional acceptance is requested.*

**Q. What does Conditional Acceptance mean?**

**A:** *Conditional Acceptance only means that the City Council has given the authority to the City Engineer to accept the roadway after all outstanding items have been completely addressed. IT DOES NOT MEAN THAT THE ROADWAY HAS BEEN ACCEPTED BY THE CITY AS A MUNICIPAL STREET.*

**Q. What are the steps to have the roadway formally accepted by the City Engineer?**

**A:** *First, the As-Builts Plans must be submitted at least two (2) weeks prior to the final walkthrough. Then upon acceptance of the As-Built by the Engineering Office, the Developer needs to submit a Maintenance Bond which will be 10% of the Financial Guarantee. Once the As-Builts and Maintenance Bond are in place, and construction issues from the punchlist and final walkthrough are resolved the roadway then can be accepted as a City Street.*

**Q. When can the Developer/Owner/Contractor schedule the Final Walk-Through?**

**A:** *The Final Walkthrough between the City and the Developer cannot be scheduled until the City's Construction Observation Representative(COR) is satisfied that the project has been built in accordance with the approved design plans, City of Concord's Construction Standards and all punchlist items compiled by the COR have been completed. Only then will a Final Walkthrough be scheduled. Refer to the Construction Observation Manual (COM).*

**Q. Can the Financial Guarantee be reduced during certain Milestones of the project?**

**A:** *No. The City of Concord does not reduce the Financial Guarantee at any milestones of the project. The full amount of the Financial Guarantee remains in place until the roadway is ready for final acceptance and the Maintenance Bond has been received and accepted by the City Solicitor's Office.*

**Q. Who is responsible for providing the As-Built Plans?**

**A:** *The Developer/Owner/Contractor is responsible for providing all necessary information for the As-Built Plans to the City of Concord. Refer to the "As-Built Requirements" sheet for the necessary information that is required to be shown on the plans.*

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