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

Parking Meter Hoods must be purchased for all meters affected by encumbrance through the Concord Police Department at 35 Green Street, Concord, NH 03301 (603) 225-8640.

Applicant: Fill out sections 1 – 4 only

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 Expiration Date: _____

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 lifts ☐ Staging ☐ Moving Container

☐ Crane ☐ Manhole ☐ Other _____

3.

YES	NO	
☐	☐	Submitted a traffic control plan 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?
☐	☐	Will there be any impact to parking meters?

City Use

Permit #: _____

Approved By: _____

Approval Date: _____

Expiration Date: 30 DAYS FROM APPROVAL

Yes	No	
☐	☐	Traffic Control Plan required
☐	☐	Insurance and Bond required

Other Conditions: _____

_____

_____

_____

_____

Fees:

☐ New Permit ☐ Renewal

Administration and Application Fee: $ 75.00
(Non-Refundable)

Sub-total $ _____

Previous Payments $ _____

Total Due: $ _____

Date Paid: _____

Form of Payment _____

Receipt # : _____

Final Approval: _____

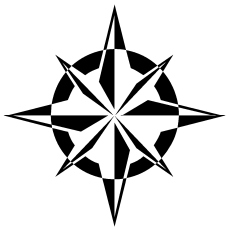
Date: _____

4.

By undersigning this application, the Applicant acknowledges that he/she has read and hereby agrees to abide by the City of Concord's of 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's Signature: _____ Date: _____

Revised 4/10

Sketch location of encumbrance and dimensions,
In box provided below.

Please indicate NORTH by placing N on star point