



# City of Nashua

Engineering Department  
9 Riverside Street  
Nashua NH, 03060  
Tel: (603) 589-3120  
Fax: (603) 589-3169  
EngROWPermits@NashuaNH.gov

## Permit to Encumber Application

Minimum of **Three (3)** Days Requires for Approval,  
Insurance Certificate must be submitted with application.  
No fee for this permit.

# \_\_\_\_\_

Date: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 24 Hr Emergency phone: \_\_\_\_\_

Insurance Certificate #: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Insurance Agency: \_\_\_\_\_

Encumbrance Location: \_\_\_\_\_  
 \_\_\_\_\_  
 Fixed Location     Various Locations  
 Time Frame:  
 Days     Season     Year  
 Schedule Start Date: \_\_\_\_\_  
 Completion Date: \_\_\_\_\_  
 Purpose of Encumbrance:  
 Construction     Roofing     Brickwork  
 Moving     Utility Work     Other \_\_\_\_\_  
 Type of Encumbrance:  
 Dumpster     Staging     Moving Container  
 Crane     Manhole     Signs     Other \_\_\_\_\_

Yes No

Submitted a traffic control plan with application?  
  Name City of Nashua as Certificate Holder?  
  Will sidewalk be closed to pedestrian traffic?  
  Is there an alternative sidewalk available for pedestrian?  
  Will any part of travel lane and/or parking be obstructed?  
  Will heavy equipment be driven on curb/sidewalks?  
  Will Material be hoisted over public way?  
  Will work cause material to wash into storm drains?  
  Will there be any impact to parking meters?  
*If required to reserve a parking space in the downtown area, please contact Jill Stansfield - Parking Operations Foreman at (603) 589- 3106 for approval.*

**A Traffic Control Plan must be submitted if a lane or a street are being closed. A detailed and dimensioned scale drawing depicting the encumbrance shall be attached to this permit.**

### CITY USE ONLY

Approved By: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Additional Conditions For Permit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing this application, the Applicant acknowledge that he/she has read and hereby agrees to comply with City of Nashua's Code ordinance 285: Streets and Sidewalks Article II: Construction and repair, Section 285-9: License required for Obstructing [Amended 10-12-1982 by Ord. No. O-82-63] and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Department.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Permit is not valid without approved signature, and a City-assigned permit number.*

# Permit to Encumber Rules and Regulations

1. The Engineering Department may revoke the permit anytime.
2. the Engineering Department may include additional conditions and requirements to this permit.
3. Any business that would like to place an obstruction in the City right of way will need to obtain a Permit to Encumber. This includes any construction equipment, signage and materials per Ordinance 285-9.
4. To obtain this permit it is the Applicant's responsibility to notify the City of Nashua's Engineering Department.
5. A Certificate of Liability Insurance shall be provided with the following requirements:

The City of Nashua, NH to be listed as both the certificate holder and as additional insured.

The minimum limits of liability insurance required are \$1 million each occurrence / \$2 million aggregate

6. For Yearly Permit Holders notify Permits Coordinator of work locations on a daily basis. Prior approval from the Division of Public Works will be mandatory when closing a lane on any of the streets listed under #8 or setting up a road closure anywhere in the City. A minimum 24 hour notice will be needed for lane closures. Road closures will require at least a weeks' notice and local residents must be notified of the closure.
7. If pedestrians or traffic will be impeded by the operation then a traffic control plan will be required. All traffic plans shall follow The Manual of Uniform Traffic Control Devices (MUTCD) standards and NHDOT Work Zone Traffic Control Plans. The following departments must be notified when a detour plan is being set up:

Engineering Department	589-3137	EngROWPermits@NashuaNH.gov
Police Department	594-3500	Dispatch
Fire Department	594-3637	Dispatch
Solid Waste	589-3422	Dispatch
School Transportation	966-1008	David Rauseo
Transportation Department	880-0100	Dispatch

8. The following streets will require prior approval to close a lane and may require flagging or police details and may have work time restrictions:

Amherst Street	Broad Street	Main Street	Daniel Webster Hwy	East Hollis Street
West Hollis Street	Kinsley Street	Henri Burque Hwy	Bridge Street	Canal Street
Spit Brook Road	East Dunstable Rd	Main Dunstable Rd	Concord Street	Ledge Street
Central Street	Allds Street	Pine Hill Road	Arlington Street	Manchester St
Somerset Parkway	Broad Street Parkway			

The above street listing is not exclusive, street conditions and/or activities by others may warrant additional restrictions to protect public safety, property and reasonable convenience.

## Diagram for Permit Application

Show diagram of work to be done including location, dimensions details of road and name of nearby cross streets