



City of Nashua

Engineering Department
848 West Hollis St
Nashua NH, 03062
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?

Parking spaces shall not be obstructed without approval from the Parking Department (603-589-3205 or parking@nashuanh.gov).

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 acknowledges that he/she has read and hereby agrees to comply with City of Nashua's NRO Section 285-9: License required for Obstructing 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 Conditions

1. The Engineering Department may amend or revoke the permit any time.
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. 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

5. 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.

6. A Traffic Control Plan (TCP) that follows the Manual on Uniform Traffic Control Devices (MUTCD) standards is required when pedestrian, bicycle, or vehicular travel will be impeded. A minimum 48 hours advanced notice shall be provided for lane closures. A one-week advanced notice shall be provided for street closures and Permittee must notify local residents and businesses. The following City Departments must be notified when a detour is being established:

Engineering	603-589-3120	DPWpermits@nashuanh.gov
Police Dispatch	603-594- 3500	
Fire Dispatch	603-594-3637	
Solid Waste Dispatch	603-589-3422	
School Transportation	603-966-1008	Transportation@nashua.edu
Transit System Dispatch	603-880-0100 ext. 1	

7. 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.

8. Parking spaces shall not be obstructed without approval from the Parking Department (603-589-3205 or parking@nashuanh.gov).
9. Sidewalks must not be closed to pedestrian traffic.
10. Heavy equipment may not be driven on curbs or sidewalks
11. The applicant assumes the risk of damage to its property placed in the right of way and hereby releases, discharges, and absolves the City of Nashua, its agents, contractors, and employees from any claim arising from any such damage regardless of cause.

Diagram for Permit Application

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

