

Encumbrance Permit Application

Minimum (3) working days required
Phone: 603-352-6550 | Fax: 603-283-5667 | Email: PWInfo@KeeneNH.gov



APPLICANT SECTION

This is to certify that _____ of

has complied with Section 82-33 of the City Code and is hereby granted permission to encumber the public highway/sidewalk in front of _____ for the period of _____ to _____ for the purpose of _____

By signing this application, the Applicant acknowledges that he/she has read and hereby agrees to abide by the City of Keene's Permit requirements, in accordance with Sec. 82-32, the City of Keene Construction Standards, latest edition, and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Public Works Department. Applicant further agrees to provide the Engineering Division with detailed and reasonably accurate sketch of the traffic control plan and evidence of adequate insurance coverage.

CONTACT INFORMATION

NAME: _____ COMPANY: _____
PHONE NUMBER: _____ EMAIL: _____
SIGNATURE: _____ DATE: _____

Traffic Control Plan Included Yes No

CITY USE ONLY

Issue Date: _____ By: _____

Permit No. _____ City Engineer or Public Works Director

___ \$50.00 Permit Fee: Check # _____ Rec'd by _____

___ Certificate of Liability Insurance in the amount of \$1,000,000, naming City of Keene as additional insured.

Expires: _____

An encumbrance permit shall be required when there is any proposed construction activity, building or utility maintenance activity or any other activity that would result in any obstruction of vehicular or pedestrian traffic on any street or highway, sidewalk or city right-of-way.

Conditions for Permit:

- When the city's right-of-way, street, highway, or sidewalk is fully or partially obstructed, a temporary traffic/pedestrian control plan shall be developed, placed, and maintained and it shall conform to the latest edition of the Manual Uniform Traffic Control Devices (MUTCD) and may include the use of barriers, signs, lights, warning devices, flaggers, uniform officers or any other condition that may be required by the police chief, the public works director or designee.
- A copy of the temporary control plan shall be included when application for the encumbrance permit is submitted.
- The person(s), company, corporation, or entity receiving permission to obstruct any street, highway, right-of-way or city-owned property shall assume the expense of such temporary traffic control plan.
- A Certificate of Liability Insurance in the amount of \$1 Million naming the City of Keene as additional insured.

The permit will be granted after the receipt of fees, receipt and approval of a temporary traffic control plan, and evidence of adequate insurance coverage.

Please draw traffic control plan in space provided below:

