



CITY OF CONCORD

PARKING DIVISION

35 Green Street

Concord, NH 03301 - 4299

Police Department • 35 Green Street • Concord, NH 03301 • (603) 225-8640
www.concordnh.gov

STATE STREET PARKING GARAGE

PARKING PERMIT APPLICATION

JULY 1, 2022 - JUNE 30, 2023

PART 1: INSTRUCTIONS

PLEASE PRINT CLEARLY. Please complete this application, sign, and return to the Concord Police Department Parking Division. Applications may be submitted to the Parking Division by mail or in person at 35 Green Street, Concord NH 03301 during the hours of Monday – Friday, 8AM – 4:30PM. Upon approval of an application, permits will be mailed to the applicant or made available for pick up at the Concord Police Department. Should you have questions about this application, please call 603-225-8640 for more information.

PART 2: APPLICANT'S INFORMATION

Today's Date: _____

Applicant's Name: _____
First *Last*

Company (if Applicable): _____

Mailing Address: _____

Apt. #: _____ State: _____ Zip Code: _____

Day Phone #: _____ Night Phone #: _____

Email Address: _____

PART 3: TYPES OF PERMITS AND FEES

The following types of permits are available for the State Street Parking Garage. The permit year is July 1 – June 30th. Permits are valid for one year and shall be invoiced on a quarterly basis, generally 30 days prior the start of each quarter. Quarters begin on July 1, October 1, January 1, and April 1. Applications received after the start of a quarter shall be prorated accordingly.

Please indicate the type and quantity of permits you desire to purchase below.

Permit	Permit Name	Days & Hours Valid	Quarterly Fee	Annual Fee	Quantity of Permits You Want
A	All Day - Shared Permit Parking Area	Mon-Fri; 8AM – 7PM	\$341.25	\$1,365.00	
B	All Day –Reserved Assigned Space	Mon-Fri; 8AM – 7PM	\$510.00	\$2,040.00	
C	Half Day - Morning Shared Permit Parking Area	Mon-Fri; 8AM – 2PM	\$170.63	\$682.50	
D	Half Day - Afternoon Shared Permit Parking Area	Mon-Fri; 1PM – 7PM	\$170.63	\$682.50	

PART 4: CONDITIONS FOR USE OF PERMIT

Conditions for use of Permits:

1) General:

- a) Availability of Permits: Permits are available from the Concord Police Department on a first come, first served basis. The City reserves the right to give preferential treatment to certain parkers when obligated to do so by Development Agreements or other similar agreements as approved by the City Council.
- b) Only Valid at State Street Garage: Permits are only valid in the State Street Parking Garage located at 19 North State Street, Concord NH 03301. Permits **CANNOT** be used on-street or at any other municipal parking garage or surface lot. Improper use of permits will result in a violation.
- c) Days & Hours: Permits are only valid for the days and hours stated on the permit, excluding Municipal Holidays. Municipal Holidays shall mean New Year's Day, Martin Luther King / Civil Rights Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Election Day (when applicable), Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day. The general public shall have the ability to occupy permit parking spaces outside permit hours or during Municipal Holidays.
- d) Permit Year: Permit is valid from July 1 through June 30. You must apply for a new permit prior to July 1 annually.
- e) Display of Permit: Permits must be displayed whenever vehicle is parked in a valid permit only space by displaying the permit from the rear view mirror of the vehicle with front of permit facing the front of the vehicle. Permits affixed to motorcycles must be clearly seen from the front of the motorcycle. Failure to display will result in a violation.

- f) Permits Not Exclusive to One Vehicle: Permit holders may only use the permit in any vehicle which the permit holder owns / operates, its employees own / operate, or its company owns / operates. Permits may not be transferred to any other third parties. It is the responsibility of the applicant to inform all permit users of the terms and conditions of permit usage.
- g) Lost or Stolen Permits: Permit holders are responsible for lost or stolen permits. Permit holders must report the permit ID # of the lost or stolen permit in order to be issued a replacement permit. Permit holders shall be subject to a charge of \$30.00 to replace a permit. Fraudulent use of lost / stolen permits shall be subject to a violation, as well as other penalties, including potential revocation of all permits.
- h) Failure to Make Payments: Permit Holders shall be invoiced by the City for their permits on a quarterly basis. Failure to make payment within 30 calendar days after date of invoice shall result in termination of permit. Continued use of permits after failure to make payments shall be a violation and subject to citations or impoundment of vehicle. In order to reinstate a permit, all outstanding fees shall be paid in full.
- i) Cancellation of Account & Surrender of Permit: Permit Holders who no longer wish to purchase parking shall surrender their permit to the City Parking Division. Permits **MUST** be returned to the Parking Division prior to the start of a quarterly billing cycle in order for account to be cancelled.
- j) No Property Right Created: Permits do not create any property rights, nor guarantee availability of permit parking spaces.
- k) Compliance with Traffic & Parking Laws: Permit holders shall comply with all other parking and traffic ordinances, rules, and regulations.
- l) Eligibility of Parkers with Outstanding Parking Citations: Applicants which have unpaid parking tickets will be required to pay all outstanding citations and finance charges at time of application. Failure to pay parking citations, including outstanding citations prior to application, may result in denial of permit application or revocation of permit.
- m) Location of Permit Spaces: The location of permit parking spaces within the facility is subject to change.

2) **Permit A (All Day - Shared Permit Parking Area):**

- a) Permit is valid Monday – Friday, 8AM – 7PM at any parking space signed “Permit Only” space. Use of permits at any space signed “Reserved” shall be a violation.
- b) Parking is available on a first come; first served basis.
- c) Permits do not guarantee availability of permit parking spaces.

3) **Permit B (All Day - Reserved Assigned Space):**

- a) Permit is valid Monday – Friday, 8AM – 7PM only in the specific parking space assigned to the Permit Holder.
- b) In the event of use of reserved parking spaces by unauthorized vehicles, the Permit Holder shall contact the City Parking Division at 603-225-8640 and request a citation to be issued against the unauthorized vehicle. Permit Holder shall report the space I.D. # where the unauthorized vehicle is located. In addition, the Permit Holder shall have the authority to tow any unauthorized vehicles at the vehicle owner’s expense.
- c) Permit Holders may install signage in their reserved parking space reading as follows: **“Reserved Parking for (Your Name Here) Monday – Friday, 8AM – 7PM. Unauthorized vehicles ticketed or towed at Vehicle Owner’s Expense”**. Signage shall be not larger than 12” wide by 18” tall. Signage shall be reviewed and approved in writing by the City Parking Division prior to installation.

4) Permit C (Half Day – Morning Share Permit Parking Area):

- a) Permit is valid Monday – Friday, 8AM – 2PM at any parking space signed “Permit Only” space. Use of permits at any space signed “Reserved” shall be a violation.
- b) Parking is available on a first come; first served basis.
- c) Permits do not guarantee availability of permit parking spaces.

5) Permit D (Half Day – Afternoon Share Permit Parking Area):

- a) Permit is valid Monday – Friday, 1PM – 7PM at any parking space signed “Permit Only” space. Use of permits at any space signed “Reserved” shall be a violation.
- b) Parking is available on a first come; first served basis.
- c) Permits do not guarantee availability of permit parking spaces.

PART 5: SIGNATURE

I certify under penalty of perjury that I have read and agree to the conditions of permit(s) usage.

Name Printed: _____

Signature: _____ Date: _____

PARKING DIVISION OFFICE USE ONLY

Completed by: _____

Permit	Permit Name	Quantity Issued	Permit ID #s (Attached additional sheet if needed)
A	All Day – Shared Permit Parking Area		
B	All Day - Reserved Assigned Space		
C	Half Day - Morning Shared Permit Parking Area (AM Permit)		
D	Half Day - Afternoon Shared Permit Parking Area (PM Permit)		