



CITY OF LEBANON N.H.—Applications & Permits

Lebanon City Manager's Office:

Physical address: 20 West Park Street
Lebanon, NH 03766

Mailing address: 51 North Park Street
Lebanon, NH 03766

Email: manager@lebanonnh.gov

Phone: 603-448-4220

Lebanon City Hall offices are closed to the public until further notice. All City Department staff will be available to answer questions via phone or email.

The City of Lebanon continues to accept applications and permits via email, through the mail or dropped into the green mailbox outside of the entrance to 20 West Park Street. Application and permit information can be found on our website here:

<https://lebanonnh.gov/203/Applications-Permits>

All permits issued for the 2020 calendar year will remain in effect at this time, but with the rapidly evolving circumstances regarding COVID-19, these may be rescinded. You will be notified at the earliest possible time for you to plan accordingly.

The City of Lebanon is actively engaged with the New Hampshire Department of Health and Human Services (DHHS) and our local and regional partners with regards to State and local response to the COVID-19 virus. We encourage all to visit our website for the latest updates and information:

<https://lebanonnh.gov/1350/COVID-19>



Temporary Closure Street/Public Parking Spaces/Sidewalk

Applicant Name/Title: _____

Company: _____ Email: _____

Mailing Address: _____

Phone (check preferred method): Office: _____ Mobile: _____

Street/Sidewalk/Public Parking Area to be Closed: _____

Number of Parking Spaces to be Closed: _____

Date(s) and Time(s) of Closure: _____

Reason for Closure:

Block Party

- Applicant must be a resident of the street to be blocked.
- Public way to be blocked with items that are easily removable (saw horses, cones) to allow Police & Fire entry, if needed.
- One lane must remain open at all times for emergency vehicles.
- If sound amplification is to be used, a Sound Application must be approved by the Police Department.

Dumpster **Construction** **Event** **Other:** _____

1. Please provide the following information:

- A sketch indicating the street(s)/sidewalk(s)/parking area(s) to be impacted, including the specific street address(es) of dumpster location. The sketch should show the following: city streets around the job site, the job site, sidewalks and public parking spaces affected (if any), the direction of travel lanes (use arrows), and the temporary traffic control measures to be used to safely channel/detour traffic.
- Detour plan (if needed).
- Certificate of Liability Insurance naming the City of Lebanon as an additional insured.

2. In the event any object(s), including, without limitation, any equipment, vehicles, temporary scaffolding, trailers, containers, etc., are to be located within the right-of-way during the period of your temporary use, the presence of any and all such object(s) must be specifically authorized in writing and included on the aforementioned sketch. The City reserves the right, prior to approval of any additional or other objects in the future, to require additional insurance coverage from you.

3. Should you fail, at any time, to comply with any of the conditions stated above, the City may revoke your permission to use the right-of-way and require you to immediately cease activities and remove all objects and equipment.

Acknowledged: _____
Applicant Signature *Date*

===== **CITY USE ONLY:** =====

Police Dept. Review/Approval: _____ Date: _____

Fire Dept. Review/Approval: _____ Date: _____

Public Works Dept. Review/Approval: _____ Date: _____

Approved Denied _____ Date: _____
City Manager