

CLAREMONT DEPARTMENT OF PUBLIC WORKS
PERMIT APPLICATION COVER SHEET

Dear Applicant: Please fill out all applications which apply to your activity as completely and accurately as possible. Be sure to include sketches on the attached forms for any work involving pipe placement of any kind, incorporating pipe size, material, distance to property boundaries, elevations (sewer only), etc.
Failure to do so may result in processing delays.

All fees must be paid, appropriate signatures attained, and bonds (if required) posted prior to any permit being granted. All highway and right-of-way cuts require the posting of a minimum \$2,500 bond which will be returned upon DPW approval of the completed activity. Other retainers may be higher, when, in the opinion of a DPW Superintendent, the activity has the *potential* of causing greater damage to any portion of the City's infrastructure.

For each permit application submitted, a one-time fee of \$100.00 shall be charged. *For example:*

Driveway Permit	\$100.00
Water Connection Permit.....	\$100.00
Sewer Connection Permit	\$100.00
Highway Open Cut	\$100.00
Total Permit Fees Due:	\$400.00

Note: This fee does not include water and sewer capacity replacement charges, water and sewer connection fees, backflow device fees (if applicable), or water and sewer inspection fees. The fees are attached for your information and are on file at the City Clerk's Office.

All fees are to be paid in full before any permit is granted.

This cover sheet shall remain with the application(s). All permit applications require the following information to be filled out below by applicant:

Type of activity(ies) _____

Exact location of activity _____

Map and Lot _____

Owner name, address & phone # _____

Contractor name, address & phone # _____

Date of Application _____

Anticipated Start Date _____

Signature of Applicant _____

**CLAREMONT DEPARTMENT OF PUBLIC WORKS
APPLICATION FOR HIGHWAY AND R.O.W. EXCAVATION**

❖ **SUBMIT WITH COVER SHEET**

Please indicate the purpose for this work () water connection () sewer connection
(check all that apply) () storm drain connection () other

Location of excavation, indicating street address and nearest crossroad:

Please outline your anticipated work schedule. Include start date/time and finish date/time:

List names, addresses and phone numbers of people in charge of the work and the lead person to be contacted in case of emergency during non-working hours.

A minimum \$2500 bond posting is mandatory. Additionally, the Applicant must make contact with the police department to see if there is a need for a uniform officer for traffic control. () yes () no All department heads are to be contacted to sign off on this application before approval to excavate is granted:

POLICE _____ FIRE _____
HIGHWAY _____ WATER/SEWER _____
DIG SAFE # _____ (mandatory)

The applicant's signature is proof that the applicant has read and understands the Claremont Code, Section 16, Article II regarding excavations and will abide by it:

DATE

SIGNATURE OF APPLICANT

CLAREMONT DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION
APPLICATION FOR DRIVEWAY PERMIT

❖ *SUBMIT WITH COVER SHEET*

NOTE: All driveway permit applications shall comply with the State of New Hampshire Driveway Statute, RSA 236:13 and the Claremont Planning Board's requirements.

Location of driveway (street or state route #) with nearest intersecting street:

_____ Map _____ Lot _____

Intended driveway use: () residential () commercial/industrial () subdivision
() agricultural () other - indicate on plan

Type of driveway: () new () reconstruction

Culvert required: () yes () no *Minimum culvert size is 15" in diameter by 20' long.

Plan of property: Attach sheets showing the exact location of the property including its boundaries, existing or proposed driveway(s) and the "North" arrow. Designate all improvements including, but not limited to; drainage structures, traffic control devices, etc.

Design criteria: Indicate the size and slope of the drainage ditch with a cross sectional drawing of the pipe and headwall, if required.

The property owner agrees to all conditions as set forth by New Hampshire RSA 236:13 and the Claremont Planning Board relative to driveways:

DATE

SIGNATURE OF PROPERTY OWNER

CLAREMONT DEPARTMENT OF PUBLIC WORKS, UTILITY DIVISION
APPLICATION FOR WATER SERVICE

❖ *SUBMIT WITH COVER SHEET*

Location of Service _____ Map _____ Lot _____

Type of construction: () new house () mobile home () condo () business () other

Type of Service: () Fire () Domestic () Both

Service line material: () copper () plastic () ductile iron () other (specify on sketch)

Size of service line(s) () 3/4" () 1" () 1-1/2" () 2" () 3" () 4" () 6" () 8"

Meter size(s) () 3/8 x 1/4 () 1" () 1-1/2" () 2" () 3" () 4" () 6" () 8"

Type of backflow device required: () residential double check
() testable double check
() reduced pressure assembly
() other

*Note: All testable devices require a backflow device permit

Will a meter pit or vault be installed? Yes ___ No ___ *Note: All mobile homes without basement require a meter pit

If service is other than residential, estimated average flow in gallons per minute _____
estimated peak flow in gallons per minute _____

Highway or right-of-way excavation required? () yes () no If yes, permit required.

Insert sketch: On an additional sheet of paper, please provide a sketch of the service connection with the approximate length. Include the name of the street, approximate sewer service location, outline of the house and proposed meter location.

❖ I have examined a copy of this application and the fee schedule and understand all water connections are subject to the City of Claremont's Code regarding Water Department rules, regulations and specifications, including capacity replacement fees.

DATE

SIGNATURE OF PROPERTY OWNER

CLAREMONT DEPARTMENT OF PUBLIC WORKS, UTILITY DIVISION
APPLICATION FOR SEWER SERVICE

❖ **SUBMIT WITH COVER SHEET**

Location of service _____ Map _____ Lot _____

Type of construction: () new house () mobile home () condo () business () other

If business, what type: () automotive () retail () laundry
() restaurant () gas station () car wash
() manufacturing/industrial () other

*Note: These types of businesses require some form of pretreatment device on the sewer service prior to the City's main

Service line material: () plastic () ductile iron () other (specify on sketch)

Service line size: () 4" () 6" () 8" () 8+"

Backflow Device to be installed: () Yes () No*

Estimated depth of service at structure _____ Estimated depth of service at street _____

If service is other than residential, estimated average flow in gallons per minute _____
estimated peak flow in gallons per minute _____

Highway or right-of-way excavation required? () yes () no If yes, permit required.

Insert Sketch: On the back of this paper, please provide a sketch of the service connection with an estimated length and depth. Include the name of the street and the outline of the house showing its proposed exit from the structure, the proposed main line tap location, and the location of the water supply line.

❖ I have examined a copy of this application and the fee schedule and understand *all* Sewer connections are subject to the City of Claremont's Code regarding Sewer Department rules, regulations and specifications, including capacity replacement fees.

DATE

SIGNATURE OF PROPERTY OWNER

* City Ordinance requires the installation of a Backflow Device. If owner elects not to install such a device, they assume all responsibility for damages due to any flows back into their premises.

CLAREMONT DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION
APPLICATION FOR 6 TON ROAD USE PERMIT

❖ *SUBMIT WITH COVER SHEET*

Road Name _____

Length of Time Road Will be Used _____

Purpose of Road Use _____

Permit will be issued based on the following conditions:

1. A minimum \$2500 bond shall be posted. This amount may be greater if, in the opinion of the Highway Superintendent, conditions exist which may cause substantial harm to the road.
2. Any damage occurring to the road will be repaired at the expense of the Applicant or his agent using the road.
3. The road shall be maintained in the condition it presently is today or restored to this condition at the Applicant's expense.

The applicant's signature is proof that the applicant has read and understands the Claremont Code, Section 19-129 regarding posted weight limits.

DATE

SIGNATURE OF APPLICANT