

# SAMPLE LETTER OF AUTHORIZATION – SPECIAL EVENT PERMITS

## Instructions

This form is to be filled out and uploaded for NHDOT Special Event Permit applications by an applicant when they are not the municipality hosting the subject event.

Alternative letters of authorization are acceptable but at a minimum must provide the same information shown herein.

Event Description: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## Municipal Authorization

I, \_\_\_\_\_, a representative of the Town/City of \_\_\_\_\_,

hereby acknowledge that \_\_\_\_\_ has or will be applying for a NHDOT Special Event Permit and that the Town/City has approved the event.

**(Only one signature is required below)**

\_\_\_\_\_  
Select Board Member's Signature

\_\_\_\_\_  
Town Manager/Administrator's Signature

\_\_\_\_\_  
Police Chief's Signature

\_\_\_\_\_  
**Municipal Authority's Email Address**