



Boards, Committees and Commissions

Planning Board

Meetings

Twice per month, Tuesdays @ 7:00 PM

Zoning Board of Adjustment

Meets the last Wednesday of every month

Conservation Commission

Twice per month, Mondays @ 6:30 PM

Economic Development Citizens Advisory Committee

Schedule Posted Online

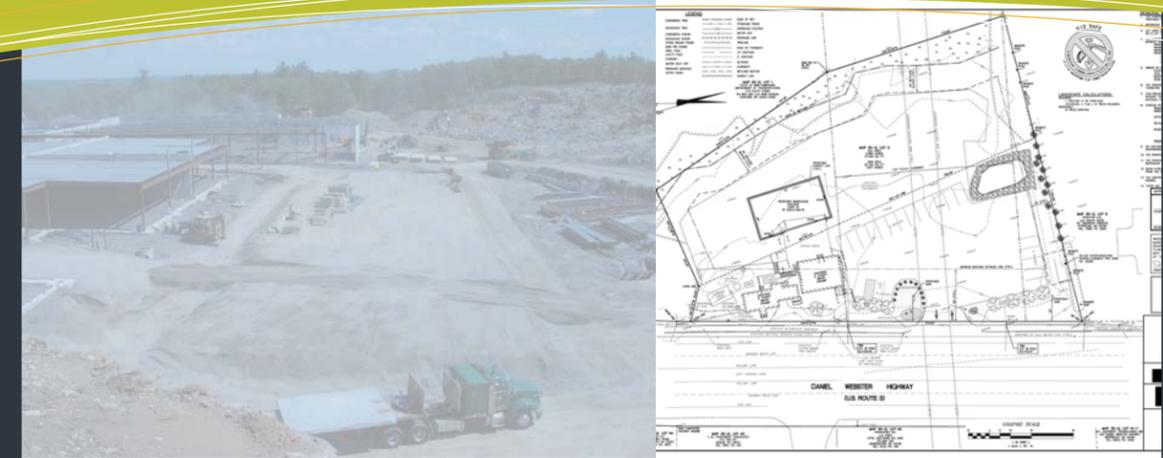


Merrimack Chamber of Commerce

For information on many of Merrimack's dining and lodging choices, please visit the [Merrimack Chamber of Commerce](http://MerrimackChamberofCommerce.com) website: merrimackchamber.org/



Development Guide



Developing Your Property in Merrimack

This guide outlines the development process used in Merrimack, as well as the various boards, commissions and staff involved in the permit and review process for land development

Community Development Department

6 Baboosic Lake Rd.

Merrimack, NH 03054

Phone 603.424.3531

Fax 603.424.1408

merrimacknh.gov/community-development

Twitter: @ComDevMerrimack

Doing Business in Merrimack Developer's Handbook

In Merrimack, land development reaches back over hundreds of years. As time has progressed, the development patterns and development process has continually evolved. The early settlers at Reeds Ferry did not need a building permit to erect their houses, nor did they worry about setbacks or minimum lot sizes. In fact they would be bewildered by those concepts.

Merrimack's Community Development staff and volunteer land use board members recognize that while terms change and processes are created, a degree in planning or engineering should not be required to develop your property. It is with that understanding that the Town of Merrimack has developed this Guide. It will layout the process and help property owners and developers find their way.

It is written in simple and concise terms, and should be useful whether this is your first lot line adjustment, or you have developed multi-tenant commercial ventures for twenty years.

The Merrimack Community Development Department and the Merrimack Economic Development Citizen's Advisory Committee work together to provide tools and assistance that encourage business retention and attract new commercial and industrial projects to our town.



Town of Merrimack
New Hampshire

Town of Merrimack New Hampshire

6 Baboosic Lake Road
Merrimack, NH 03054
P: 603.424.3531
F: 603.424.1408
merrimacknh.gov/community-development

This document should not be used for any purpose except as a reference manual. As such, persons using this document should not consider it to be a legal or binding covenant upon the Town of Merrimack.

The Community Development Department should be consulted prior to any development actions that may be taken based upon the contents of this guide alone.

This guide is designed to be a general overview of the development review process in Merrimack, and your feedback will assist us to improve the guide as well as the review process. Please contact the Community Development Staff with any comments, feedback or questions.



Opening a Business in Merrimack: Where to Begin



1: Planning your project

Contact the Community Development Department (CDD) to determine the following: map and lot number; zoning district; is there an approved site plan on file; the most recent use of the parcel/unit.

For official zoning please reference the Town of Merrimack Zoning Ordinance.

Resources:

CD Secretary:
Diane Simmons
dsimmons@merrimacknh.gov

PT CD Secretary:
Amy Casparius
acasparius@merrimacknh.gov

[Merrimack GIS](#)

[Zoning Ordinance](#)

2: Do I need a building or other permit?

Yes, if you plan on making any internal changes or additions to a building. New construction requires building and other permitting after planning/ zoning approvals. Depending on the extent of the renovations, electrical, plumbing and other permits may be required.

Resources:

Building Official:
Fred Kelley
fkelly@merrimacknh.gov

[Building Something?](#)

3: Signs

If you are adding or altering the size, shape and placement of a sign you must complete a sign application, available on-line, and submit to the Building Department with a fee. The application is then sent to CDD and upon approval a sign permit is issued from the Building Official. If located on a state highway you must contact NH DOT.

Resources:

[Sign Permit Application](#)

NHDOT
(603) 666-3336
District5@dot.state.nh.us

4: Is my business allowed?

Refer to the Zoning Map [Online](#) or at CDD to determine your Zoning District. Allowed uses for each district can be found in the Zoning Ordinance. Please contact CDD to determine the applicable review and approval process for changes of use.

Resources:

[Merrimack GIS](#)

[Zoning Ordinance](#)

5: Do I need to go to the Planning Board?

If a change of ownership is taking place and the use is staying the same you do not need to go to the Planning Board.

A change of use or addition of a use may require Planning Board review and approval. Please contact CDD staff to determine the necessary review and approval process for changes of use or the establishment of a new business in Merrimack.

Resources:

Planning & Zoning Administrator:
Jillian Harris
jharris@merrimacknh.gov

6: Are there other steps or approvals needed?

Special Exceptions are required for certain uses and districts and will require approval by the Zoning Board of Adjustment (ZBA) before site plan review and approval can be granted by the Planning Board.

Additionally, any use proposed that is not expressly permitted by the ordinance cannot receive approval without a variance granted by the ZBA. For many businesses it is necessary to go through the proper permitting processes with other town departments after Planning Board approvals.

Staff

Community Development :

Timothy J. Thompson,
AICP, Director

Jillian M. Harris, AICP,
Planning & Zoning
Administrator

Robert Price,
Assistant Planner

Diane Simmons,
Amy Casparius,
CD Secretaries

Building/Fire Dept:

Fred Kelley,
Building Official

Rick Jones,
Building Inspector

Michael Currier, Fire Chief

John Manuele,
Fire Marshal

Public Works Department

Kyle Fox, Director

Dawn Tuomala, Deputy
Director / Town Engineer