

TOWN OF MERRIMACK PLANNING BOARD

Application for a Home Occupation

DATE SUBMITTED: _____

1. Application is submitted for (Name of Business): _____

2. Tax Map _____ /Lot _____ Zoning District: _____

3. Name of Applicant: _____ Telephone: _____

Address: _____ e-mail: _____

4. Is Applicant the property owner? ___ Yes ___ No

If no, identify Owner

Name: _____ Telephone: _____

Address: _____ e-mail: _____

5. Number of Employees Proposed: _____ Resident and _____ Non-Resident

If use is a day care nursery or other use which requires students to be on the premises, indicate the number involved: _____

6. Submit a plot plan, drawn to scale, or a photograph of property showing the driveway and area available for parking by customers/clients (Please refer to Section 7.02, Table I of the Merrimack Non-Residential Site Review Regulations for parking requirements).

7. Describe the nature of the business to be conducted, including any materials to be used, and products and/or services to be provided: _____

8. If business involves storage of goods or wares, how much will be stored on-site and where will they be stored? _____

9. How many customers/clients do you expect will visit the property each day? _____

10. Identify the hours of operation: _____

11. Will a sign be used to identify the business? _____ Yes _____ No

If yes, please attach a sketch including proposed location and dimensions.

12. Square footage of home and of area to be used for home occupation (No more than 25% of the inhabitable floor area of the dwelling may be utilized by the occupation or business): _____

13. Square footage of additional area of the property (within outbuildings, garage, etc., or outside storage of materials/products) to be dedicated to home occupation: _____

14. For home cooking, day care centers, or beauty salons, you must submit a letter prepared by an engineer or septic system designer licensed in NH stating that the septic system size is adequate for the extra loading.

15. Attach a list and two (2) sets of address labels with the names & legal addresses of applicant, property owner, and all property owners abutting the subject parcel, including those directly across the street or stream.

16. I/We have read the Town of Merrimack Zoning Ordinance and Non-Residential Site Plan Review Regulations in effect as of this date.

(Signature of Applicant)

(Signature of Property Owner
if Different from Applicant)

17. I/We do authorize the Town of Merrimack Planning Board and staff to enter upon the property for inspection.

(Signature of Applicant)

(Signature of Property Owner
if Different from Applicant)

TOWN OF MERRIMACK PLANNING BOARDApplication for a Home Occupation – Checklist Requirements

All proposed home occupation submissions shall be accompanied by a properly completed, dated and signed Application for Home Occupation, which shall contain the following:

		<u>Applicant</u>	<u>Planning Brd</u>
1.	Tax Map _____/Lot _____	_____	_____
2.	Name and address of owner.	_____	_____
3.	Plot plan, drawn to scale or a photograph of property showing the driveway and area available for parking by customers/clients.	_____	_____
4.	Sketch of sign including location and dimensions (Section 2.02.1 (A)(2)(c)).	_____	_____
5.	Letter prepared by an engineer or septic system designer licensed in NH stating that the septic system size is adequate for the extra loading (if applicable)	_____	_____
7.	A list and two (2) sets of address labels with the names & legal addresses of applicant, property owner, and all property owners abutting the subject parcel, including those directly across the street or stream.	_____	_____
8.	Certification by applicant that the abutters are as indicated in the Town of Merrimack Assessor's Office, not more than 5 days prior to day of filing.	_____	_____
9.	Signed authorization for the Planning Board and staff to enter upon the subject property for inspection.	_____	_____

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Revised: 5/9/07