



## Land Use Board Meetings

### Planning Board

The Planning Board meets twice monthly, on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday at 6:30 p.m.

### Zoning Board of Adjustment

The Zoning Board meets on the last Wednesday of every month (as necessary), at 6:30 p.m.

### Conservation Commission

The Conservation Commission meets twice monthly, on the 2<sup>nd</sup> & 4<sup>th</sup> Monday at 6:30 p.m.

For the latest scheduling information and to see meeting agendas & minutes, please visit [merrimacknh.gov](http://merrimacknh.gov) or stop by the Community Development Department

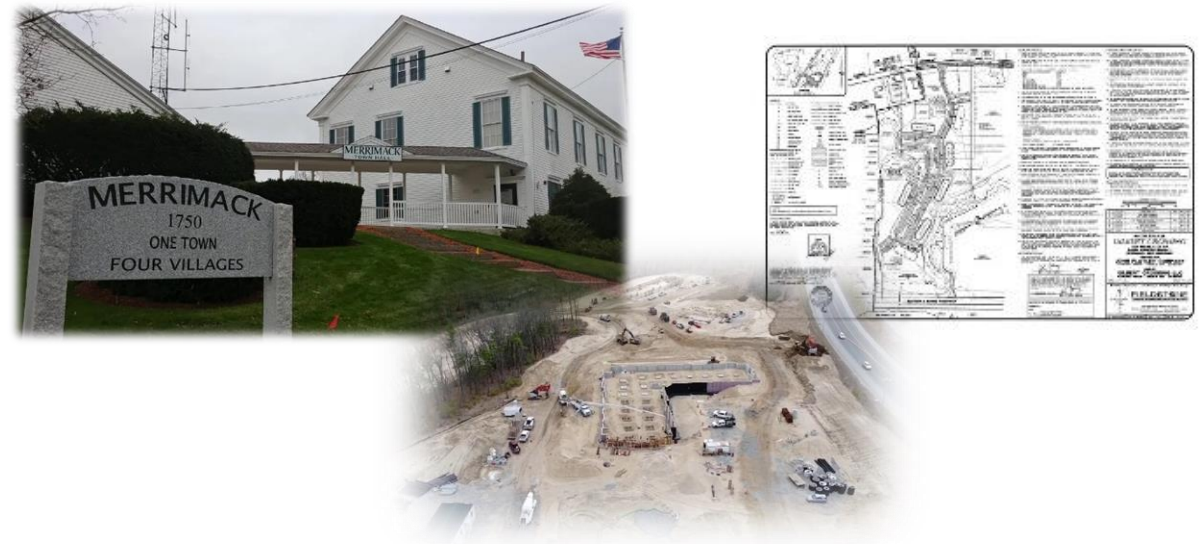


Town of Merrimack, NH  
Community Development  
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## Development Guide: An Overview



*This brochure is an introduction and quick reference to the [Town's Development Guide](#), which 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.*

In Merrimack, land development reaches back over hundreds of years. As time has progressed, development patterns and the development process have 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 Department 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 understand how to develop your property. It is with that understanding that the Town of Merrimack has developed a [Development Guide, which is available at Town Hall and on the \[merrimacknh.gov\]\(http://merrimacknh.gov\) website](#). It lays out the process and is designed to assist 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 works collaboratively with other municipal departments, boards, and committees to provide tools and assistance that encourage business retention and attracts new commercial and industrial projects to our town.

Doing Business in Merrimack  
**Developer's Quick Reference**





### KEY TOWN STAFF

- Robert Price – Community Development Director
- Casey Wolfe-Smith – Planning & Zoning Administrator
- Colleen Olsen – Assistant Planner
- Kendall Jutras – CD Secretary
- Stefanie Brinn – CD Secretary
- Rick Jones – Building Official
- Misty Patles – Building Division Secretary
- Jason Smedick – Fire Marshal
- Peter Manzelli – Building Inspector
- Dawn Tuomala, PE – DPW Director
- Michael Gorman – Sewer Inspector
- Ian Anderson – Industrial Pretreatment Manager



## Planning your project

### START YOUR PROCESS WITH COMMUNITY DEVELOPMENT...IS MY BUSINESS ALLOWED?

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

For official zoning information, please reference the [Town of Merrimack Zoning Ordinance](#).

Permitted uses for each district can be found in the [Zoning Ordinance](#). Please contact the [CDD](#) to determine the applicable review and approval process for changes of use.

Our [online Geographic Information System \(GIS\)](#) can also help in your search for property information.

CDD Secretaries Rhonda Fleming and Stefanie Brinn are always ready and willing to assist you. 603.424.3531 or e-mail [commdev@merrimacknh.gov](mailto:commdev@merrimacknh.gov)



### ABOUT THIS BROCHURE:

This document should not be used for any purpose except as a reference. 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 the [Town's Development Guide document](#) alone.

The associated Development Guide is designed to be a general overview of the development review process in Merrimack, and your feedback will assist us in improving 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...

### 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.

### 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.

### 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. Contact the Building Division at 603.420.1730 or refer to the online ["Building Something: What do I Need to Know"](#) webpage.



### SIGNS

If you are altering the size, shape and/or placement of a sign, you must complete a [sign application, available on-line](#), and submit to the CDD for a zoning review. The application is then sent to the Building Division and upon approval, a sign permit is issued from the Building Official. The Building Division will inform you of the applicable fee. If the sign will be located along the F.E. Everett Turnpike, you must contact NH DOT as well.