



# Town of Merrimack, New Hampshire

Community Development Department  
 6 Baboosic Lake Road  
 Town Hall - Lower level - East Wing

603 424-3531  
 Fax 603 424-1408  
[www.merrimacknh.gov](http://www.merrimacknh.gov)

Planning - Zoning - Economic Development - Conservation

## Town of Merrimack Planning Board Application for Site Plan Review

I. Site/Project Information			
<b>Name of Project:</b>			
<b>Application Type:</b>	<input type="checkbox"/> Conceptual   <input type="checkbox"/> Design Review   <input type="checkbox"/> Final Approval   <input type="checkbox"/> Waiver of Full Site Plan		
<b>Proposed Use(s):</b>			
<b>Site Address:</b>		<b>Map &amp; Lot:</b>	
<b>Zoning Districts:</b>	<input type="checkbox"/> R-1 (by map)   <input type="checkbox"/> R-1 (soils)   <input type="checkbox"/> R-2 (soils)   <input type="checkbox"/> R-3 (soils)   <input type="checkbox"/> R-4 (soils)		
	<input type="checkbox"/> C-1   <input type="checkbox"/> C-2   <input type="checkbox"/> I-1   <input type="checkbox"/> I-2   <input type="checkbox"/> I-3		
<b>Overlay Districts:</b>	<input type="checkbox"/> Town Center   <input type="checkbox"/> Elderly Housing   <input type="checkbox"/> Planned Residential Development		
<b>Aquifer &amp; Wellhead Protection Districts:</b>	<input type="checkbox"/> Aquifer Conservation District   <input type="checkbox"/> Wellhead Protection Area		
<b>Water Source:</b>	<input type="checkbox"/> Merrimack Village District   <input type="checkbox"/> Pennichuck Water Works   <input type="checkbox"/> Private Well		
<b>Sewer Source:</b>	<input type="checkbox"/> Municipal Sewer   <input type="checkbox"/> Private Septic		

II. Applicant Information			
<b>Applicant Name:</b>		<b>Phone:</b>	
<b>Applicant Address:</b>			
<b>E-mail:</b>			
<b>Firm Name:</b>			
<b>Firm Address:</b>			

III. Owner Information			
Owner Name:		Phone:	
Owner Address:			
E-mail:			

IV. Licensed Land Surveyor Information (if applicable)			
Surveyor Name:		Phone:	
E-mail:			
Firm Name:			
Firm Address:			

V. Professional Engineer Information (if applicable)			
Engineer Name:		Phone:	
E-mail:			
Firm Name:			
Firm Address:			

VI. Legal Counsel Information (if applicable)			
Counsel Name:		Phone:	
E-mail:			
Firm Name:			
Firm Address:			

## VII. Abutter Notification

Please be advised that, per RSA 676:4 (I)(d), the Planning Board is required to notify the following parties by verified mail - mailed at least ten (10) days prior to the date of the meeting at which an item is to be discussed:

1. Applicant;
2. Abutters\*;
3. Holders of conservation, preservation, or agricultural preservation restrictions; and
4. Every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan.

**\*Abutters are required to be "as indicated in the town assessing records not more than 5 days before the day of filing", per RSA 676:4 (I)(b).**

**Definition of "Abutter" (RSA 672:3):** Any person whose property is located in New Hampshire and **adjoins** or is **directly across the street or stream** from the land under consideration by the local land use board. In the case of an abutting property being under a **condominium** or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. In the case of an abutting property being under a **manufactured housing park** form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

In order for the Community Development Department to properly comply with the statutory requirements for Planning Board notices, the Applicant shall provide mailing information for all of the above-mentioned parties, and provide payment to cover the costs of notice. Failure to do so will constitute sufficient reason for the application to be denied as "incomplete".

### **Please sign the following certification:**

I hereby certify that the attached abutter information is as indicated in the Town of Merrimack

Assessor's records as of \_\_\_\_\_  
(date)

\_\_\_\_\_  
(Applicant's Signature)

**VIII. Authorization to Enter Upon Subject Property**

I/we hereby give permission for the members of the Merrimack Planning Board, their agents, employees and assigns, and any employees of the Merrimack Community Development Department to enter upon the property which is the subject of this application at any reasonable time for the purpose of conducting such surveys, tests, studies inspections or examinations as may be appropriate to enable this application to be processed and I/we hereby waive and release any claim or right I/we may now or hereafter possess against the Town, any Planning Board member or their agents, employees or assigns, that arises or may arise as the result of any such surveys, tests, studies, inspections or examinations conducted on my/our property in connection with this application.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IX. Authorization for Applicant other than Owner**

I/we, the undersigned owner(s) of the property that is the subject of this application, hereby certify that I/we have read and understand the information contained in the completed application form of which this statement is a part, that information provided herein is true and accurate to the best of my knowledge and belief, and I/we do hereby authorize the petitioner named on this application to apply for all permits, licenses and approvals necessary to process this application.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**X. Applicant who IS ALSO the Owner**

I/we, the undersigned owner(s) of the property that is the subject of this application, hereby certify that I/we have read and understand the information contained in the completed application form of which this statement is a part, and that the information provided herein is true and accurate to the best of my/our knowledge and belief.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**XI. Waiver of Full Site Plan Review ONLY**

If applying for a Waiver of Full Site Plan Review, please justify your request by establishing one of the following, as listed in RSA 674:44:

- 1. Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations**

**-OR-**

- 2. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.**

## **XII. Submittal Requirements**

The following items must be submitted to the Community Development Department alongside this completed application:

1. Nine (9) 22" x 34" **complete** sets of plans;
2. Fifteen (15) 11" x 17" **complete** sets of plans;
3. Three (3) copies of any required drainage, traffic or fiscal impact analyses;
4. Electronic copies of all plans and related studies/analyses in PDF format;
5. One (1) list of abutters including the property owner, applicant and any licensed professional whose name and professional seal appears on the plans;
6. Two (2) sets of abutter mailing labels;
7. One (1) written narrative description of the proposal;
8. One (1) copy of each waiver request (as applicable);
9. All required fees (make checks payable to Town of Merrimack); and
10. Completed and signed application.

*Please note that additional plans, studies and materials may be required after review of the completed application as determined by Town staff and/or the Planning Board. Additional fees will be required for peer reviews of engineering, legal documents and/or other studies/analyses provided as part of this application.*

**XIII. Site Plan Review Application Fee Computation Sheet**

**1. MINIMUM FEE:**

- Minimum fee is \$250.00 \$ 250.00

**SUBTOTAL: \$ 250.00**

**2. COMMERCIAL BASE FEE:**

- \$70.00 per 1,000 square feet (99,999 square feet or less); OR \$ \_\_\_\_\_
- \$50.00 per 1,000 square feet (100,000 square feet or more) \$ \_\_\_\_\_

**SUBTOTAL: \$ \_\_\_\_\_**

**3. INDUSTRIAL BASE FEE:**

- \$40.00 per 1,000 square feet (99,999 square feet or less); OR \$ \_\_\_\_\_
- \$30.00 per 1,000 square feet (100,000 square feet or more) \$ \_\_\_\_\_

**SUBTOTAL: \$ \_\_\_\_\_**

**4. MULTI-FAMILY (3 units or more) BASE FEE:**

- \$50.00 per dwelling unit
- # of dwelling units \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL: \$ \_\_\_\_\_**

**5. HOME OCCUPATION BASE FEE:**

- \$50.00 application fee **SUBTOTAL: \$ \_\_\_\_\_**

**6. AUTTER NOTIFICATION FEE:**

- \$12.00 per abutter
- # of abutters \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL: \$ \_\_\_\_\_**

**GRAND TOTAL: \$ \_\_\_\_\_**

<i>Staff Use Only</i>	<input type="checkbox"/> Cash
	<input type="checkbox"/> Check
Total Received: \$ _____	
Check # _____ Date Received: _____	
Received by: _____	