



Town of Merrimack, New Hampshire

Community Development Department

603 424-3531

6 Baboosic Lake Road

Fax 603 424-1408

Town Hall - Lower level - East Wing

www.merrimacknh.gov

Planning - Zoning - Economic Development - Conservation

Administrative Approval Application Internal Accessory Dwelling Unit (ADU)

****NOTE****

- ADUs are only permitted in the R (Residential) District.
- A copy of the floor plan with exact dimensions and total square footage of the ADU must be provided alongside this application.

I. Owner Information			
Name:		Phone:	
E-mail:			
II. Applicant Information (if different)			
Name:		Phone:	
E-mail:			
III. Site Information			
Property Address:			
Sewer Source:	<input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Private Septic		

By signing this application, the applicant and property owners hereby agree to abide by the criteria listed in the Town of Merrimack Zoning Ordinance for an internal ADU (see reverse).

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____
(if different)

IV. Zoning Ordinance Criteria

1. A maximum of one (1) ADU per property is permitted. An ADU shall not be permitted on property where more than one primary dwelling unit (PDU) currently exists.
2. The ADU is contained within or will be an addition to an existing or proposed single family detached dwelling;
3. Exterior alterations, enlargements, or extensions of the PDU are permitted in order to accommodate the ADU. However, no such change is permitted which would alter the appearance of the PDU to look like a duplex or any other multifamily structure (i.e., the house should not look like it was designed to house more than one family). The construction of any exterior accessways which are required for access to the ADU shall be located to the side or rear of the building whenever possible. The ADU shall also be designed to remain functionally dependent on the PDU and shall not have provisions for separate utilities, garages, driveways, and other similar amenities;
4. The ADU shall contain no more than two bedrooms;
5. The ADU shall not exceed 1,000 square feet in area;
6. The ADU shall be connected internally to the PDU; Internal connection shall mean the ADU shall share at least one common wall with the PDU, or be attached by a fully-enclosed breezeway that does not exceed 20 feet in length;
7. The property owner must occupy one of the two dwelling units;
8. One parking space for the ADU shall be provided in addition to any parking for the PDU;
9. The PDU, ADU, and lot shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the single family dwelling. In order to assure compliance with this requirement, the property owners at the time the ADU is established shall be required to execute a restrictive covenant running in favor of the Town, which shall be recorded in the Hillsborough County Registry of Deeds and a copy provided to the Community Development Department and the Assessor prior to the issuance of a Certificate of Occupancy. **This document will be provided by the Community Development Department and must be signed by all listed property owners and notarized.**
10. Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements.

When the restrictive covenant (item 9 above) gets recorded, the applicant shall provide the book & page number of the recording to the Community Development Department. A legible, emailed photograph of the receipt containing the book & page information is acceptable. Once the recording is verified, Community Development will release the approval letter that authorizes the applicant to seek building permits.