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.

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.

Boards, Committees and Commissions

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Board</td>
<td>Twice per month, Tuesdays @ 7:00 PM</td>
</tr>
<tr>
<td>Zoning Board of Adjustment</td>
<td>Meets the last Wednesday of every month</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Twice per month, Mondays @ 6:30 PM</td>
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Meetings:
- Twice per month, Tuesdays @ 7:00 PM
- Meets the last Wednesday of every month
- Twice per month, Mondays @ 6:30 PM
- Schedule Posted Online

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.
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: Rhonda Fleming
rfleming@merrimacknh.gov
PT CD Secretary: Sharon Haynes
shaynes@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: Rick Jones
rjones@merrimacknh.gov

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
NH DOT
(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 uses 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: Robert Price
rprice@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.