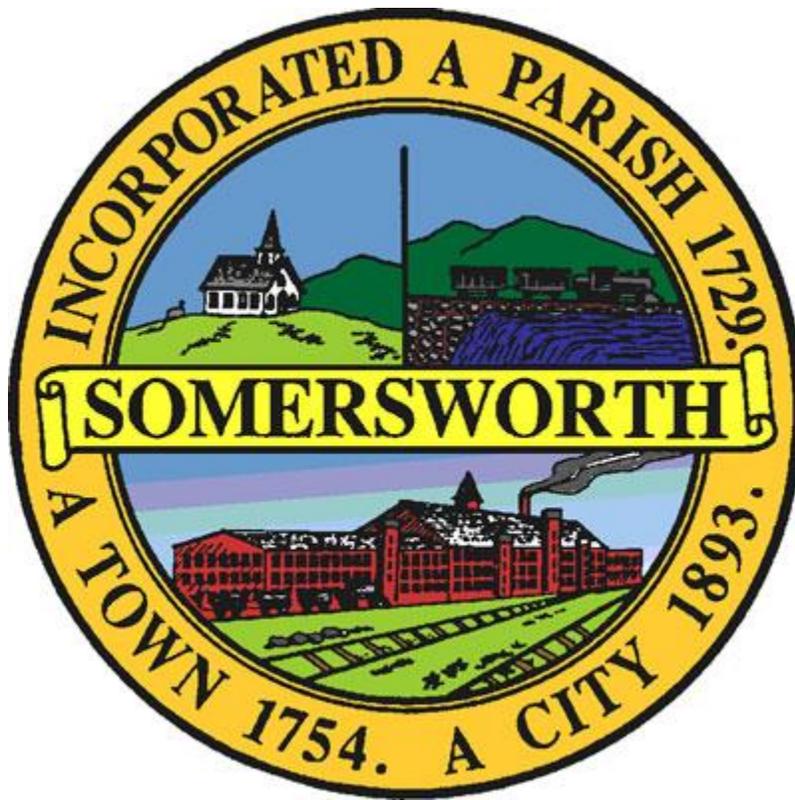


City of Somersworth, New Hampshire

Developer's Handbook



Thank you for considering locating your business venture in the city of Somersworth. This handbook is intended to be an introduction and guideline through the development process in Somersworth. It is designed as a reference manual only and the department of Development Services should be contacted prior to any development actions at (603) 692-9519.

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Somersworth Incentives

The City of Somersworth has two **Economic Revitalization Zones (ERZ's)** that offer potential tax savings to employers who invest in their facilities and create jobs. ERZ Tax Credits are a short-term, tax credit against business profits and enterprise taxes. The total maximum amount of the credit is \$200,000 which is spread out over five years. The total credit is based on the amount invested in the facility and the number of jobs created. The two zones can be seen on page 10.

The City of Somersworth also offers **RSA 79-E** which is a tax incentive for those interested in investing in and improving buildings in the downtown area. The program offers short term (typically 5 years) property assessment tax relief to property owners planning significant rehabilitation projects located within the downtown revitalization zone. To learn more about this program or discuss potential projects please contact either the Planning Department at 603-692-9517 or Economic Development at 603-692-9516. An application can be found on page 11.

Who Else Has Chosen Somersworth?



The ContiTech manufacturing facility in Somersworth designs and manufactures high-tech rubber and silicone hoses for industrial applications and has recently started to make plastics moldings. This growing and vibrant company is expanding their operations and looks to employ 500 workers by 2015.

General Electric is one of Somersworth's oldest and largest employers. They have been making electric meters on Main Street since 1943.



GE
Energy



The Works is the premier family health and fitness center on the seacoast. Their 80,000 square foot facility hosts an array of amenities and has called Somersworth home since 1977.



The Velcro factory in Somersworth manufactures hook and loop products that are used in military and civilian clothing.

Development Related Land Use Boards and Commissions

1. Zoning Board of Adjustment

The Zoning Board of Adjustment (ZBA) meets the first Wednesday of each month at 7:00 PM in the City Council Chambers, unless otherwise posted. The ZBA reviews appeals from administrative decisions, rehearing requests and applications for variances, special exceptions and equitable waivers. For more information on duties of Zoning Board of Adjustment members, please stop by the Development Services Department at City Hall or call the Office of Economic Development and Planning at 692-9519.

2. Planning Board

The Planning Board meets the third Wednesday of each month at 6:30 pm in the City Council Chambers, unless otherwise posted. The Board reviews applications for site plans, subdivisions, conditional use permits and development of City-owned property. In addition to this, the Board reviews the Capital Improvement Plan and considers amendments to the City's Master Plan and Zoning Ordinance. For more information on duties of Planning Board members, please stop by the Development Services Department at City Hall or call the Planning Department at 692-9519.

3. Conservation Commission

The Conservation Commission meets the second Wednesday of each month at 7:00 PM in the City Council Chambers, unless otherwise posted. The Commission reviews applications for conditional use permits and forwards their comments to the Planning Board for final review. The Commission may also review State Dredge and Fill and State Wetlands applications. For more information on duties of Conservation Commission members, please stop by the Development Services Department at City Hall or call the Office of Economic Development and Planning at 692-9519.

4. Historic District Commission

The HDC meets the fourth Wednesday of each month at 7:00 PM in City Council Chambers, unless otherwise posted. The HDC is responsible for upholding the guidelines of the District and enforcing them through the application process. The Commission may also act in an advisory role to property owners and other officials and boards regarding historic preservation. Interaction with the HDC only applies to building owners in the historic district. For more information on duties of Historic District Commission members, please stop by the Development Services Department at City Hall or call the Office of Economic Development and Planning at 692-9519. Please see zoning map on page 12 for the location of the Historic District.

5. Site Review Technical Committee

The SRTC meets on the first Wednesday of the month at 10:30 AM in City Council Chambers, unless otherwise posted. The commission works with an applicant to review the technical aspects of a plan before they appear before the Planning Board. The police chief, fire chief, building inspector, planning director, public works director, conservation commission and water department are all represented on the committee. For more information on duties of SRTC members, please stop by the Development Services Department at City Hall or call the Office of Economic Development and Planning at 692-9519.

Contact Information

Department of Public Works

Public Works Facility (Physical & Mailing Address)

18 Lilac Lane (off of Blackwater Road)

Somersworth, NH 03878

Phone: 603-692-4266

Fax: 603-692-4281

Snow Emergency Hotline: 603-692-9131

Office Hours: Monday through Friday, 7:00 a.m. to 12 Noon; 1:00 p.m. to 4:00 p.m

Fire Department

195 Maple Street

Somersworth, New Hampshire 03878-1594

603-692-3457

603-692-5147 fax

Chief Keith Hoyle

khoyle@somersworth.com

Police Department

Somersworth Police Department

12 Lilac Ln, Somersworth, NH 03878

(603) 692-3131

Police Chief Dean Crombie

dcrombie@somersworth.com

Department of Development Services

1 Government Way – City Hall Building Somersworth, NH 03878

Dave Sharples

Director of Planning & Community Development

dsharples@somersworth.com

603-692-9517

Tracy Gora

Planning Secretary

tgora@somersworth.com

603-692-9519

Department of Economic Development

1 Government Way – City Hall Building Somersworth, NH 03878

Christine Soutter

Economic Development Manager

csoutter@somersworth.com

603-692-9516

City Manager

1 Government Way – City Hall Building Somersworth, NH 03878

Robert M. Belmore, City Manager

rbelmore@somersworth.com

Tel: 692-9503

Brenda Ann Breda, Executive Assistant

bbreda@somersworth.com

Tel: 692-9503

The Business Development Process

This section of the handbook will go over the steps of the development process. We have broken down the business development process into three scenarios:

1. Taking over a turnkey business
2. Changing the physical structure of an existing building
3. Starting a business from the ground up

Taking over a turnkey business

If you are taking over a turnkey business in Somersworth you will need to obtain a certificate of occupancy from the city's building inspector/code enforcement office. If you are changing the layout of the business, you will submit building plans to the Code Enforcement Officer for review. Changing the use of the premises may trigger additional City review so please call our office before you begin any work. You will also need to complete a sign permit application if you are changing the name or sign of the business you are taking over. For information about obtaining a certificate of occupancy please contact the Code Enforcement Officer at (603) 692-9522. For assistance with completing a sign permit application please contact the Economic Development Manager at (603) 692-9516.

Changing the physical structure of an existing building

If you are changing the physical structure of an existing building, you first want to complete a site plan review application. Next, a meeting will be scheduled with the site review technical committee (SRTC) to go over the technical aspects of your plan. The SRTC can approve Minor Site Plans as defined in the regulations. If a Major Site Plans permit is needed, a meeting will be scheduled with the planning board to review your final project proposal. Once approved by the planning board, you will need to obtain a building permit then a certificate of occupancy. A sign permit application is the final step in the process. For more information about the site review technical committee or the planning board, please contact the City Planner at (603) 692-9517 or the Planning Secretary at (603) 692-9519. For information about obtaining a certificate of occupancy please contact the Code Enforcement Officer at (603) 692-9522. For information about completing a sign permit application please contact the Economic Development Manager at (603) 692-9516.

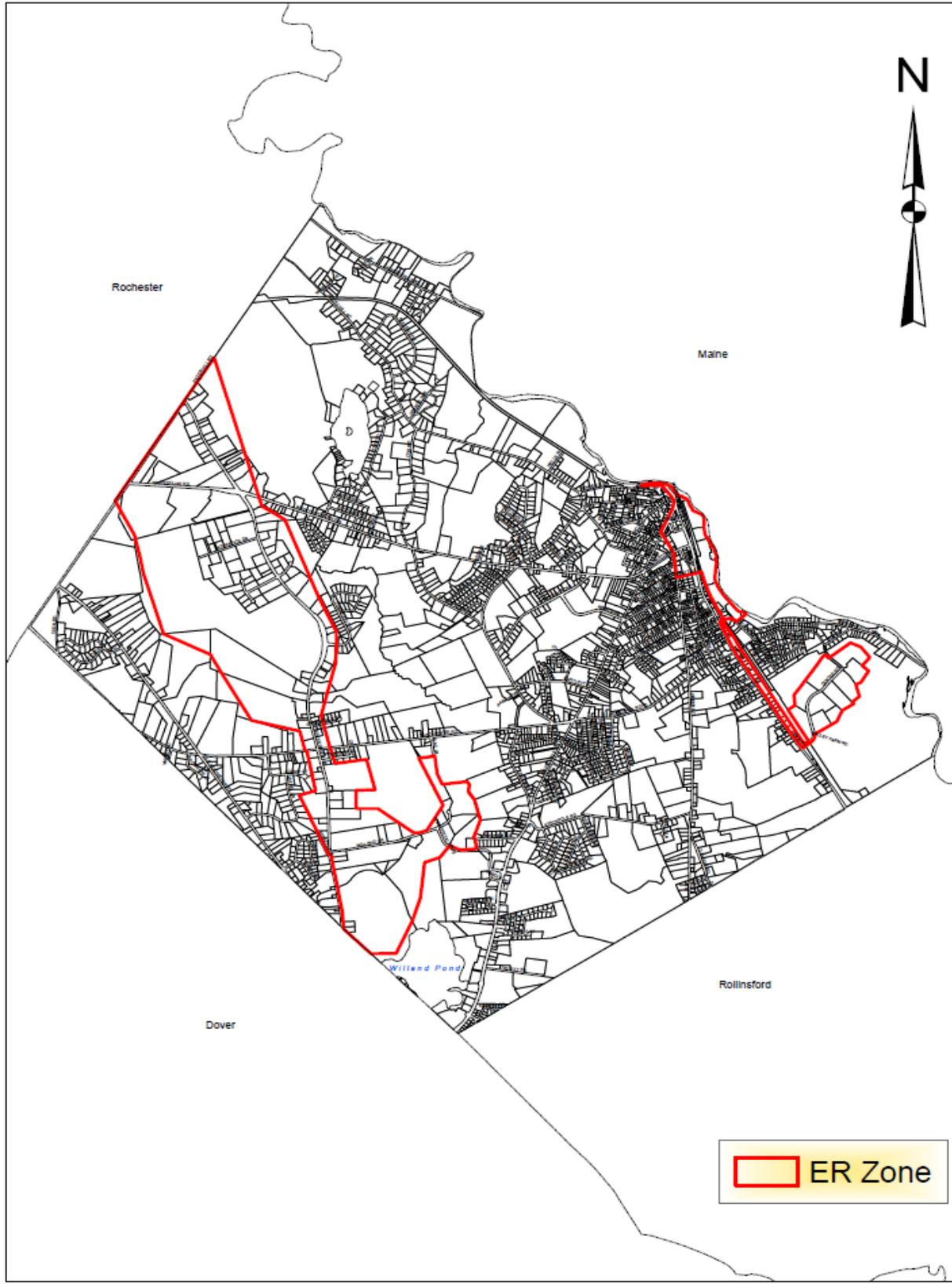
Starting a business from the ground up

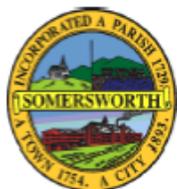
If you are starting a business from the ground up you will need to follow the same steps as if you were altering an existing building. Building construction is an involved process and we recommend that your development team contact the city prior to any development actions to ensure that the proper permits and applications have been submitted. This will also prevent delays in the development process. Please contact the Planning Secretary at (603) 692-9519 if you have any questions about the development process in Somersworth.

We look forward to working with you and assisting with any part of the business start-up process. Our team of dedicated professionals is here to help make the move to Somersworth as smooth and timely as possible.

This handbook serves as an overview to help you begin your business venture in Somersworth. Please call our office at any time at (603) 692-9516 if you are uncertain which path to take.

ER Zone City Map





City of Somersworth
Department of Development Services
One Government Way, Somersworth, NH 03878
603/692-9519
FAX 603/692-9575
www.somersworth.com

Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: _____ [Office use only. Fee submitted: _____]

Property information

Property address/location: _____

Name of building (if applicable): _____

Tax Map: _____ Lot #: _____

Property owner

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): _____

Building uses Existing: _____ ; Proposed: _____

Nonresidential square footage. Existing: _____ ; Proposed: _____

of residential dwelling units. Existing: _____ ; Proposed: _____

Expected construction dates. Start: _____ ; Finish: _____

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: _____ Cost: \$ _____

Electrical: _____ Cost: \$ _____

Plumbing: _____ Cost: \$ _____

Mechanical: _____ Cost: \$ _____

Other: _____ Cost: \$ _____

Other Information

Name of contractor (if known): _____

Will the project include any residential housing units? _____; If so, how many? _____

Will any state or federal grants or funds be used in this project? _____

What are the proposed public benefits associated with this project (in accordance with

Chapter 31 Section 7)? _____

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

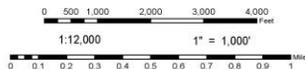
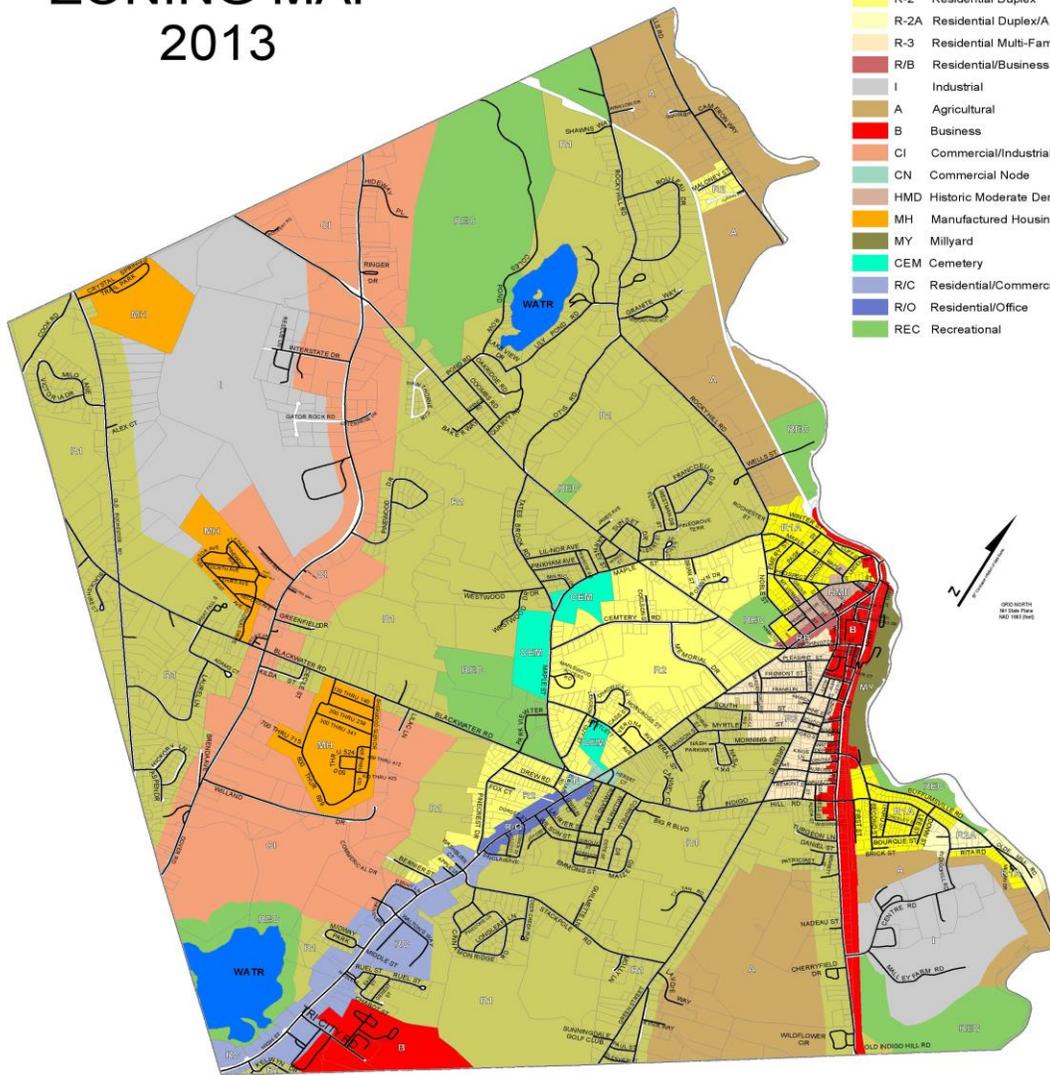
Signature of property owner (1): _____ Date: _____

Signature of property owner (2): _____ Date: _____

City of Somersworth, NH ZONING MAP 2013

City Zones

- R-1 Residential/Single Family
- R-1A Residential/Single Family/A
- R-2 Residential Duplex
- R-2A Residential Duplex/A
- R-3 Residential Multi-Family
- R/B Residential/Business
- I Industrial
- A Agricultural
- B Business
- CI Commercial/Industrial
- CN Commercial Node
- HMD Historic Moderate Density
- MH Manufactured Housing
- MY Milliyard
- CEM Cemetery
- R/C Residential/Commercial
- R/O Residential/Office
- REC Recreational




 Prepared by Somersworth Regional Planning Commission
 100 Broad Street, Suite 12, Rochester, NH 03875
 T: (603) 968-2000 F: (603) 968-2004 ext. 5000@rplc.org
 Date/Author: 14 January 2009 / JTC
 Last Modified/Updated: 20 November 2012
 File: C:\ProgramData\Somersworth\Zone\2012\Zoning2012_2639P.mxd
 Print Date: 30 Nov 2012

Data Sources
 Base features are from USGS 1:24,000 scale Digital Line Graphs, as archived in the GRANIT database. Digital data in NH GRANIT represent the efforts of the contributing agencies to record information from the cited source materials. Complex Systems Research Center (CSRC) under contract to the Office of Energy & Planning (OEP), and in consultation with cooperating agencies, maintains a continuing program to identify and correct errors in these data. Neither OEP nor CSRC make any claim as to the validity or reliability or to any implied uses of these data.
 Zoning data were provided by the City of Somersworth, November, 2012.