



Town of Amherst, New Hampshire
Office of Community Development
Building · Code Enforcement · Planning · Zoning · Economic Development

Welcome to Amherst!

The Office of Community Development is a one-stop location for all land development in the Town of Amherst. The Department is responsible for:

- Development review;
- Long range planning;
- Economic development and business support;
- Building permits and inspections; and
- Code enforcement.

The Department provides support for the following Boards and Commissions: Planning Board, Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Heritage Commission, Board of Health, and Capital Improvement Plan Committee.

Contact the Office of Community Development:

Telephone: (603) 673-6041 x206

Gordon Leedy, AICP, Community Development Director – gleedy@amherstnh.gov

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Deb Butcher, Executive Assistant – dbutcher@amherstnh.gov

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Helpful Resources:

Amherst Office of Community Development Website: <http://amherstnh.gov/community-development-office/>

Town of Amherst Zoning Ordinance and Land Use Regulations can be found on the Town Website: <http://amherstnh.gov/rules-regulations/>

Permit applications, checklists and fee information can be found on the Town Website: <http://amherstnh.gov/forms-permits-fees/>

For online property information and mapping, please visit the Nashua Regional Planning Commission's GIS viewer: <http://www.mapgeo.com/nrpcnh/>

For copies of your deed and property plans, please visit the Hillsborough County Registry of Deeds Website: <http://www.nhdeeds.com/>

For recommended best management practices for agriculture, please visit the UNH Cooperative Extension Website: <http://extension.unh.edu/Agriculture>

Frequently Asked Questions:

Do I need a building permit?

The best way to find out if a permit is required is to call our office and ask! Discuss your plans with code officials before beginning construction to determine if a permit is required. Even if a permit is not needed, the code officials will answer your questions and may provide valuable advice. Permits are typically required for the following: new buildings, additions, residential work (decks, garages, sheds, pool, water heaters), commercial work, renovations, electrical systems, plumbing systems, HVAC systems. Structures smaller than 32 square feet (i.e. a chicken coop, etc.) do NOT require a building permit.

How can I find out where my septic system is located on my property?

Depending on the age of your system, our Department may have a plan on file. All of our septic files are in electronic format and we can email you a copy of the plan for your property – just call and ask!

Where can I get a plot plan for my property?

The Department has certified plot plans on file for new construction. For older properties, the best place to start is the Hillsborough County Registry of Deeds. Call our office and we will point you in the right direction!

Can I put an apartment in my house?

Accessory apartments are allowed in any zoning district. The requirements for an accessory apartment can be found in the Zoning Ordinance.

Can I have a business in my home?

In general, home occupations are allowed in residential properties as long as they meet certain criteria regarding the number of employees, number of customers, hours of operation, etc. A home occupation permit is required from the Office of Community Development prior to commencing your business operation.

I live in the Historic District – what properties require review by the Historic District Commission?

Approval is required from the Historic District Commission for exterior alterations within the Historic District. Building additions or alterations window or door replacement, site work, installation of a generator or other mechanical equipment are all subject to review. The Historic District does not review regular maintenance, tree removal, or paint color. Not sure if your project requires HDC approval? Just ask!

Can I have chickens (or horses...or cows...or pigs...) on my property?

Agricultural uses are a permitted use throughout Amherst! We recommend that property owners refer to the UNH Cooperative Extension's Agricultural Fact Sheets and Publications for best management practices.