

CITY OF ROCKLAND
www.ci.rockland.me.us

Subdivision Application
Preliminary Plan

The following requirements shall be met and information furnished to complete an application for a Preliminary Plan for Subdivision Review: No plan shall be considered unless payment of the fee, as prescribed in Chapter II of the Rockland Code, is made payable to the City of Rockland.

A. Basic Information. The Preliminary Plan map shall not be less than sixteen inches by twenty-four inches (16" X 24"); **at least nine (9) copies shall be provided to the City; seven (7) for the Planning Board; one (1) for the City Attorney; and one (1) for the Code Enforcement Officer**, and drawn to a scale of not less than one inch (1") equals forty feet (40') nor greater than one inch (1") equals four hundred feet (400') with contour lines at five-foot (5') intervals unless otherwise specified by the Planning Board. Each shall include:

(1) Name of Subdivision. Proposed name or identifying title of the subdivision along with the date of submittal.

Name of Subdivision: _____

Date of Submittal: _____

(2) Name of Subdivider. Name and address of subdivider and his authorized agent, owner(s), engineer(s) and surveyor(s).

Owner(s) Name: _____

Address: _____

Telephone #: _____ Email Address: _____

Agent or Applicant
Name: _____

Address: _____

Telephone #: _____ Email Address: _____

Engineer's Name: _____

Address: _____

Telephone #: _____ Email Address: _____

Surveyor's Name: _____

Address: _____

Telephone #: _____

Email Address: _____

- (3) Description of Land. Deed, book and page number of original tract or parcel of land: acreage of the tract or parcel, city tax map, block and lot number, and names of abutting landowners. (Information may be obtained either from the County Registry of Deeds and/or municipal tax maps or assessment cards.)

Book & Page (Registry of Deeds): _____

Acreage (City Assessor): _____

Tax Map #, Block & Lot # (City Assessor): _____

Abutting Landowners: Names and addresses of all abutting landowners shall be submitted with this application (attach to application).

- (4) Survey. Perimeter survey of tract made and certified by a registered land surveyor relating to reference points, showing true north arrow, graphic scale, corners of tract, date of survey and total acreage. This survey shall conform to the requirements of "A", above, and shall be submitted with this application.

The Preliminary Plan shall also show the following:

- (5) Man-made and Natural Features. Existing buildings, lot lines, roads, streets, highways, utility lines, sewer lines, pumping stations, water lines, easements, natural features such as lakes, streams, rivers, wetlands, natural drainage ways, wooded and open roads, etc.
- (6) Proposed Construction. Proposed buildings, lot lines and approximate dimensions (and acreage) of each lot, roads, streets, highways, utility lines, water lines, sewer lines, pumping stations, easements and disturbances of natural features.
- (7) Drainage. Indication of proposed surface water drainage (shown by arrows) and diversion plan.
- (8) Soils Investigation. If the subdivision is not to be served by a public sewer line, then an onsite soils investigation report by a licensed soil scientist, certified by the State of Maine Department of Human Services must be made. This report shall contain the most appropriate and suitable subsurface sewage disposal systems on each lot in the subdivision and be signed by the soil scientist.
- (9) Water Supply. Proposed water supply system(s).

B. Additional Information. The Preliminary Plan map shall be accompanied by the following data:

- (1) Different Owner: If the owner of the land is not the subdivider, state whether the subdivider has an option to buy or a purchase and sales agreement.
- (2) Water Table. Statement indicating the water table level of the area from approved evidence.
- (3) Solid Waste Disposal. Statement of method of solid waste disposal.
- (4) Notice to Abutters. Copies of letters to abutting landowners notifying them of the proposed subdivision.
- (5) Financial Capability. Statement of financial capability to complete the subdivision project.

- (6) Compliance with Other Laws. Statement of intention to comply with applicable local, state and federal ordinances, statutes, laws, codes and regulations such as, but not limited to, zoning ordinances, Great Ponds Act, Coastal Wetlands Act and the flood prone areas subject to the National Floor Insurance Program.
- (7) Fire Protection. Statement from the Fire Chief concerning availability of fire hydrants and/or fire ponds.
- (8) Covenants. Deed restrictions and covenants running with the land.
- (9) Other Studies. The Planning Board may require that the subdivider make other studies and provide other data that it deems necessary or desirable.

Applicant's Statement:

To the best of my knowledge, all information submitted in this application is true and complete.

Signed: _____ Date: _____

Note to Applicant: The above completed sections of this form returned to the Code Office with the required fee, constitutes the "application" and should be submitted 21 days prior to the first meeting of the month (normally the 1st Tuesday of the month, but check with the Code Office for confirmation):

Eight copies of the Preliminary Plan with other required documents shall be submitted to the above noted address 14 days prior to the first meeting of the month.