

CITY OF ROCKLAND

Code Enforcement Office
270 Pleasant Street
Rockland, ME 04841

Tel (207) 594-0308
Fax (207) 594-9481
rocklandcode@ci.rockland.me.us

Subdivision Final Plan Information Sheet

Please Note: This information sheet along with the required fee will not be processed unless completed and signed by the Subdivision Applicant and submitted to the Code Enforcement Office no later than three weeks (21 days) to the day before the first meeting of the next month. The Subdivision application, Department Head Sign-Off Sheet and all other required information shall be submitted two weeks (14 days) to the day before the first meeting of the next month. See PC Submittal Deadlines and Fees.

Applicant's Name: _____

Applicant's Address: _____

Applicant's E-mail Address: _____

Applicant's Telephone #: _____

Title of Proposed Development: _____

Street Address of Proposed Development: _____

City Tax Map #, Block and Lot #: _____

Square Footage (if applicable) of Proposed Building(s) Including all Floors: _____

Number of Lots (if applicable): _____

Zone: _____

Proposed Use: _____

Estimated Cost of Development (if applicable): _____

Estimated Time to Completion (if applicable): _____

Property Owner's Information (if different): Name: _____

Property Owner's Address: _____

Property Owner's E-mail Address: _____

Property Owner's Telephone #: _____

Approval Date of Preliminary Plan: _____

Applicant's/Owner's Statement:

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

Applicant's/Owner's Signature: _____ Date: _____

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Subdivision Application
Final Plan

- (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: _____

Requirements for the Final Plan

Basic Information: The Final Subdivision Plan submittal requires 8 paper copies and two mylars. One paper copy and one mylar will be retained for City records, and one copy and one mylar must be filed by the applicant with the Knox County Registry of Deeds. It shall include the following:

- (1) Preliminary Plan. All the information shown on the Preliminary Plan map and any additions or modifications made by the Board.
- (2) Permanent Markers. Location of permanent markers at all lot corners. The term "permanent markers" shall include, but is not limited to the following: a granite monument, a concrete monument, an iron pin or a drilled hole in a ledge.
- (3) Who Prepared Plan. The name, registration number and seal of the land surveyor, architect, engineer or planning consultant who prepared the plan.
- (4) Space for Approval. Suitable space to record on the Final Plan approval by the Planning Board, certification by the City Clerk and the date of such approval as follows:

Approved: Rockland Planning Board

Signed _____, Chairman

_____, City Clerk

Date: _____

Conditions: _____

Additional Information: The map of the Final Plan shall be accompanied by the following data:

- (1) Street Construction. Statement from the City Engineer and/or Director of Public Works that any proposed road or street construction, grading and ditching have been reviewed and approved.
- (2) Covenants. Any additional covenants, deed restrictions or condominium documents intended to cover all or part of the subdivision that the Board may require.
- (3) Bond. Evidence from the City Clerk that the subdivider has filed a certified check or a performance bond to cover the full cost of any required public improvements with the City Manager.
- (4) Other Data. Other data that may be requested by the Board to accompany the Final Plan.
- (5) Technical Review Fee. The Planning Board, in the review of any application, may refer said application presented to it to such engineer, traffic professional, environmental expert, attorney or other professional that the Board shall deem reasonably necessary to enable it to review said application as required by law. Such review shall not be a substitution for any technical submissions as required by Ordinance or requested by the Board, but rather shall constitute a third party review of any of the applicant's submissions. The Board may waive such third party review if it is determined that the scale or nature of the project does not warrant it. Fees charged by such professionals shall be in accord with fees usually charged for such services in the region and pursuant to a contractual agreement between the City and such professional. All such charges shall be paid by the City through an escrow account established in accordance with Section (6) below.
- (6) Escrow accounts. At the time of initial review of an application for completeness, if the Planning Board determines that outside technical review will be reasonably necessary, the Board shall require the establishment of an escrow account, from which withdrawals shall

be made to reimburse the City for the cost of professional review services. The applicant shall then provide funds to the City for deposit into such account in an amount to be determined by the Planning Board with the advice of the various municipal officials concerned. The applicant shall be provided with copies of any City voucher for such services as they are submitted to the City. When the balance in such escrow account is reduced to 1/3 of its initial amount, the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit. If such account is not replenished within 30 days after the applicant is notified, in writing, of the requirement for such additional deposit, the Planning Board may suspend its review of the application. A building permit or certificate of occupancy or use shall not be issued unless all professional review fees charged in connection with the applicant's project have been reimbursed to the City. After all pertinent charges have been paid; the City shall refund to the applicant any funds remaining on deposit.

Performance Bond:

- A. Amount. The Planning Board shall require that the subdivider file with the City Manager at the time of submission of the Final Plan a performance guarantee in an amount sufficient to defray all expenses of any proposed public improvements. This may be rendered in the form of a certified check payable to the City of Rockland or a faithful performance bond running to the municipality and issued by a surety company acceptable to the municipality. The conditions and amount of such certified check or performance bond shall be determined by the Planning Board with the advice of the various municipal officials concerned. The amount shall be at least one and a half (1½) times the estimated cost of furnishing, installing, connecting and completing all of the street grading, paving, storm drainage, and utilities or other improvements specified on the Final Plan within two (2) years of the date of the certified check or performance bond.
- B. Extension. The Planning Board may recommend a maximum extension of twelve (12) months to the guaranteed performance period when the subdivider can demonstrate, to the satisfaction of the Planning Board and other interested officials or agencies, good cause for such extension.
- C. Release. Before a subdivider may be released from any obligation requiring his guarantee of performance, the Planning Board will require certification from the various municipal officials concerned to the effect that all improvements have been satisfactorily completed in accordance with all applicable standards (State and local codes and ordinances).

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):

Final Subdivision Plan submittal requires 8 paper copies and two mylars with other required documents shall be submitted to the above noted address 14 days prior to the first meeting of the month.

PLANNING BOARD (PB) SUBMITTAL DEADLINES & FEES

Planning Board meetings are regularly scheduled for the first and third Tuesdays of each month. (Please check with the Code Office to make sure circumstances have not precipitated a change in the schedule.)

A completed application and fee for Subdivision shall be submitted to the Code Office 21 days prior to the first meeting of the month.

Eight (8) copies of all Plans and any other pertinent information being submitted for review shall be submitted to the Code Office 14 days prior to the first meeting of the month.

After the applicant's first meeting, any additional information requested by the Board shall be submitted to the Code Office 6 days prior to the next regularly scheduled meeting.

SUBDIVISION REVIEW FEES

Subdivision Review	For projects involving one lot with multi-family dwellings (apartments) where both Site Plan and Subdivision Review are required, only Site Plan Review fees shall apply.
Pre-application meeting	\$60
Public Hearing Fee	\$150
Preliminary Plan, all but one lot fronting existing street ⁷	\$160 plus \$60 per lot or per dwelling unit ⁸
Final Plan, all but one lot fronting existing street ⁹	\$50 per lot or per dwelling unit
Preliminary Plan, with new street(s) creating lot frontage ⁹ or serving multiple homes on commonly owned land	\$160 plus \$110 per lot or per dwelling unit
Final Plan, with new street(s) creating lot frontage ⁸	\$50 per lot or per dwelling unit
Amendment to property line(s), or other revisions in approved subdivision (not creating new lots) ¹⁰	\$110
⁷ Permits one flag (rear) lot. ⁸ Commonly owned land or duplex, \$50 each dwelling. ⁹ Streets which are likely to be accepted by the City. Not access drive to multi-family dwelling. ¹⁰ Scaled back PC review, but must be recordable plan.	