

SPECIFICATIONS FOR FINAL SUBDIVISION PLATS

Once you have been notified by the Commission's staff that your subdivision permit application is acceptable, you should then have a final subdivision plat prepared by a Licensed Architect, Professional Engineer, or Professional Land Surveyor, in accordance with the requirements listed below.

REQUIREMENTS FOR SUBDIVISION PLATS

The final plats must be drawn to the same scale as the site plans submitted with your subdivision permit application (generally, a scale of 1 inch = 100 feet (or less)). The plats must be at least 12 x 18 inches in size and no larger than 24 x 36 inches in size. If more than one sheet is required, match lines must be included on each sheet. The plats must be drawn on strong linen cloth, mylar or other polyester film with archival photographic image. You will need to prepare one mylar, polyester or linen plat and five paper copies of each sheet of your final subdivision plats.

The final plat must contain the following information:

- A magnetic north reference pointer and true north reference pointer.
- All boundaries of the land to be subdivided, including ownership of any abutting properties.
- Individual lot lines, including designated public or common use areas and any other areas that are to remain undeveloped. Each lot must be labeled with exact length and direction, a unique lot number, and total acreage.
- Individual building envelopes for any lots where structural development will be permitted.
- Existing and final proposed lines and widths of all roads, cul-de-sacs, right of ways, and easements for utilities. Each line must be labeled with exact length and direction.
- The location and identification of all permanent monuments marking lot boundaries, easements, etc., and boundaries of the tract to be subdivided.
- Location and identification (with names if applicable) of any lakes, ponds, rivers, streams, wetlands or other waters.
- If any lots have been sold from the parcel within the past five years, include those property boundary lines as you would other lots within the subdivision and identify present lot owners and dates of sales.
- A title block which identifies the subdivision. The title block must be located in the lower right corner of each page of the final plat and must include the following information:

Subdivision Name Town, Township or Plantation and County where the subdivision is located Street Name or Route Number where the subdivision is located Name of Subdivider (include name of Landowner, if different) Name of Registry of Deeds and book and page reference where title to land is recorded Total number of acres in subdivision Total number of subdivision lots Scale 1 inch = _____ feet (include scale bar) Name and Address of person preparing the plat Title and Registration Number of person preparing the plat Signature of person preparing the plat Date plat was prepared	
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- A signature block for signature by the Director of the Maine Land Use Planning Commission. The signature block must be located in the lower left corner of each page of the final plat and must include the following information:

This plat has been approved with conditions by the Maine Land Use Planning Commission in accordance with 12 M.R.S.A. Section 685-B(6) of the Commission's laws. Approved lots within this subdivision may be sold or leased only in accordance with terms and conditions of Subdivision Permit SP _____ as recorded in the _____ County Registry of Deeds in Book _____ on Page _____. No structure may be constructed or placed on any lot without an approved Building or Development Permit issued by the Maine Land Use Planning Commission.	
By: _____	Date: _____
Director, Maine Land Use Planning Commission	
This plat has been recorded in the _____ County Registry of Deeds in Book _____ on Page or File _____.	
Date: _____	Time: _____
Attested by: _____	
Registrar	

* * Please be sure to read the instructions on the next page for filing and recording the subdivision plat * *

FILING AND RECORDING YOUR SUBDIVISION PLAT

1. Submit one mylar, polyester or linen copy and five paper copies of each sheet of the subdivision plat to the Commission for approval and signature by the Director. Mail the copies to the regional office serving your area (see below for the office locations and contact information). After signature, two paper copies will be retained by the Commission as part of the subdivision permit file; one paper copy will be forwarded by the Commission to the Maine Revenue Service or the town or plantation assessor's office; and two paper copies along with the mylar, polyester or linen copy will be returned to you.
2. Upon receiving the signed copies of the subdivision plat from the Commission, you must immediately record the signed mylar, polyester or linen copy; one signed paper copy; and the original subdivision permit approval with the appropriate Registry of Deeds. You should retain the second signed paper copy and a copy of the subdivision permit approval to show to prospective subdivision lot buyers.
3. Within one week of the recording of the plat and subdivision permit, you must submit a copy of the recorded plat and recorded subdivision permit approval to the Commission. The recorded plat and permit must identify the date, book and page numbers and file reference of the recording.
4. Please note that all subdivisions must receive a Certificate of Compliance and that the filing and recording requirements described above must be met prior to any issuance of a Certificate of Compliance. See the Commission's website, at www.maine.gov/dacf/lupc/application_forms/index.shtml for the necessary application form.

WHERE CAN I GET HELP TO COMPLETE THIS REQUIREMENT?

Call the LUPC office that serves your area and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, go to the LUPC website at www.maine.gov/dacf/lupc/ to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

MAILING YOUR FINAL PLAT

Submit the necessary plats to the LUPC office serving your area.

<u>AUGUSTA OFFICE</u>	<u>ASHLAND OFFICE</u>
18 Elkins Lane - Harlow Bldg. 22 State House Station Augusta, ME 04333-0022	<i>Serving most of Aroostook County, and portions of northern Penobscot and Piscataquis Counties</i> 45 Radar Road Ashland, ME 04732-3600
Tel. (207) 287-2631 FAX (207) 287-7439	Tel. (207) 435-7963 FAX (207) 435-7184
<u>BANGOR OFFICE</u>	<u>EAST MILLINOCKET OFFICE</u>
<i>Serving Hancock, Kennebec, Knox, Lincoln, Sagadahoc, and Waldo Counties; most of Washington County; and all coastal islands in the LUPC service area</i> 106 Hogan Rd, Suite 8 Bangor, ME 04401	<i>Serving southern Penobscot and Aroostook Counties, and portions of Piscataquis and northern Washington Counties</i> 191 Main Street East Millinocket, ME 04430
Tel. (207) 941-4052 FAX (207) 941-4222	Tel. (207) 746-2244 Tel. (207) 731-4405 FAX (207) 746-2243
<u>GREENVILLE OFFICE</u>	<u>WEST FARMINGTON OFFICE</u>
<i>Serving Somerset County and most of Piscataquis County</i> 43 Lakeview Street P.O. Box 1107 Greenville, ME 04441	<i>Serving Franklin and Oxford Counties</i> 133 Fyfe Rd P.O. Box 307 West Farmington, ME 04992
Tel. (207) 695-2466 FAX (207) 695-2380	Tel. (207) 670-7492 OX Tel. (207) 670-7493 FR