

SPECIFICATIONS FOR FINAL SUBDIVISION PLATS


Once you have been notified by the Commission's staff that your subdivision permit application will be approved, you should then have final subdivision plats prepared by a Licensed Architect, Professional Engineer, or Professional Land Surveyor, in accordance with the requirements listed below, and any changes required by the subdivision permit approval.

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 11 x 17 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 white paper with a minimum weight of 20 pounds. You will need to prepare one paper copy of each sheet of your final subdivision plats.

Final plats must contain the following information:

- A magnetic north reference pointer and true north reference pointer.
- A scale bar or scale reference text.
- 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 may be allowed.
- 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 plats 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 plats 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. Section 685-B(6). 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 _____. Except for structures allowed without a permit in compliance with Maine Land Use Planning Commission standards, no structure or other such construction may be undertaken on any lot without first obtaining an approved building permit from 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

FILING AND RECORDING YOUR SUBDIVISION PLATS

1. Submit one paper copy 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 the LUPC website at www.maine.gov/dacf/lupc/about/offices/index.shtml).
2. In a timely manner, often within one week of receipt of receiving the final plat(s), the LUPC staff will record each plat on your behalf with the appropriate registry of deeds. The LUPC staff will then return to you a copy of the recorded documents. In the event that you record the plat(s) and subdivision permit at the registry, you must provide the following information to the LUPC staff within three weeks: i) one paper copy of the recorded plat(s), and ii) the book and page of the recorded permit. **Important:** *Maine law (12 M.R.S. §685-B(6)) provides certain legal and financial remedies for anyone who has purchased subdivided real estate that was not recorded or that was not properly recorded.*
3. You should obtain or produce additional copies of the plat(s) and of the subdivision permit approval to show to prospective subdivision lot buyers.
4. Please note that a Certificate of Compliance must be issued prior to the conveyance of any lots, 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 for a Certificate of Compliance.

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 find our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

MAILING YOUR FINAL PLATS

Submit the necessary plats to the LUPC staff member assisting you with the review of the subdivision. Otherwise, submit the necessary plats to the LUPC office serving your area (see the LUPC website at www.maine.gov/dacf/lupc/about/offices/index.shtml).