



**TOWN OF ROCKLAND**  
**Planning Board**  
Town Hall  
242 Union Street  
Rockland, Massachusetts 02370

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Rocklandplanningboard@rockland-ma.gov

**BASIC FILING REQUIREMENTS**

**FORM A:** (Plan that does not require approval under Subdivision Control Law)

1. Form A. (Application)  
One (1) original and 3 copies
2. Original plans suitable for recording  
Five (5) sets (one (1) original Mylar and four (4) copies)  
1 original and 1 Mylar for Applicant, 1 for Planning, 1 for Town Clerk, 1 for Building Dept
3. Copy of most recent deed showing ownership
4. Copy of variance(s), if any
5. Fees: \$75 per lot (payable to the Town of Rockland)
6. Filing time requirement: None. May bring to any scheduled Planning Board meeting.
7. Must be heard within twenty one (21) days of submitting. If it's going to be more than 21 days a letter of extension may be requested

**SIGN PERMITS:**

1. Application provided by Building Inspector's Office.

**SITE PLAN:**

1. Application for Site Plan Approval. Eight (8) copies required.
2. Planning Board Form H and Form K required.
3. Plans prepared by land surveyor, professional engineer or architect\*; Nine (9) sets (1 original Mylar and 8 copies) plus 4 sets of all reports and drainage calculations. For Planning Board only.
4. One plan for the Applicant(s) to be stamped by the Town Clerk.
5. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations and to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 Plan to Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept; and 1 Plan to Police Dept. Total 12 Plans.
6. Fees: \$150 up to 5,000 sq. ft.; \$200 up to 10,000 sq. ft.; \$250 up to 15,000 sq. ft.; \$75 each additional 5,000 sq. ft. thereafter OR; \$75 per unit for two-family; \$75 per unit for multi-family (payable to the Town of Rockland at time of application)
7. A Peer Review account will be opened for professional review requested by the Planning Board. Initial deposit of \$2000.00 will be needed before any review begins.
8. Filing time requirement: File all of the above with the Town Clerk's Office two weeks prior to next scheduled Planning Board meeting.
9. Site plan must be heard by Planning Board within forty five (45) days.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS FOR ALL SITE PLAN RULES AND REQUIRMENTS.**

## **DESIGN REVIEW:**

1. Application for Design Review Approval. Eight (8) copies required.
2. Plans prepared by land surveyor, professional engineer or architect\*; 9 sets (1 original Mylar and 8 copies\*\*) For the Planning Board Only.  
\*\*unless included with Site Plan.
3. Copies need to be delivered. 2 to Town Engineer, 1 to Town Clerk, 1 to Building Dept, 1 to Zoning, and 1 to Fire Dept. Total 6 Plans
4. Fees: \$75 up to 5,000 sq. ft.; \$100 up to 10,000 sq. ft.; \$125 up to 15,000 sq. ft.; \$50 each additional 5,000 sq. ft. thereafter OR; \$50 per unit for two-family; \$50 per unit for multi-family (payable to the Town of Rockland at time of application).
5. Filing time requirement: File all of the above with the Town Clerk's Office two weeks prior to next scheduled Planning Board meeting.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR DESIGN REVIEW RULES AND REQUIRMENTS**

## **PRELIMINARY SUBDIVISION:**

1. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only.
2. Plans/maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.
3. One plan for the Applicant(s) to be stamped by the Town Clerk
4. Reports/calculations Four (4) Required. Planning Board only  
Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 Plan to Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans
5. Obtain Certified List of Abutters from the Assessor's Office.
6. Sketch plan.
7. Form H and Form K.
8. Proof of filing 3 sets of plans and copy of application with Board of Health
9. Form I – Notice to Clerk.
10. Certified copies of recent deed(s).
11. **Fees:**  
\$750 application fee (payable to the Town of Rockland upon submission); and \$4,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)
12. Filing time requirement: File Form B application and plans with Clerk's Office two weeks prior to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
13. RE: Public Hearing: To be heard within forty five (45) days
  - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
  - Supply Certified Mail green cards at Public Hearing, with Certified List of Abutters from the Assessor's office.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

## **DEFINITIVE SUBDIVISION:**

1. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only.  
Plans/maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.  
One plan for the Applicant(s) to be stamped by the Town Clerk
2. Reports/calculations four (4) Required. Planning Board only.
3. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 to Plan Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans
4. Obtain Certified List of Abutters from the Assessor's Office.
5. Sketch plan
6. Form H and Form K
7. Proof of filing 3 sets of plans and copy of application with Board of Health
8. Form I – Notice to Clerk
9. Certified copies of recent deed(s)
10. **Fees:**  
\$1,000 application fee (payable to the Town of Rockland upon submission); and \$5,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)
11. Filing time requirement: File Form C application and plans with Clerk's Office two weeks prior to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
12. RE: Public Hearing: To be heard within sixty five (65) days.
  - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
  - Supply Certified Mail green cards at Public Hearing with Certified List of Abutters from the Assessor's office.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

**PLANNED UNIT DEVELOPMENT:**

1. Ten (10) copies of the Planning Board Special Permit Application
2. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only.
3. Plans/maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.
4. One plan for the Applicant(s) to be stamped by the Town Clerk
5. Reports/calculations four (4) Required. Planning Board only.
6. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 to Plan Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans.
7. Nine (9) sets of Site Plans
8. Obtain Certified List of Abutters from the Assessor's Office.
9. Sketch plan
10. Form H and Form K
11. Proof of filing 3 sets of plans and copy of application with Board of Health
12. Form I – Notice to Clerk
13. Certified copies of recent deed(s)
14. **Fees:**

\$1,000 application fee (payable to the Town of Rockland upon submission); and \$5,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)

15. Filing time requirement: File Form C application and plans with Clerk's Office two weeks prior to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
16. RE: Public Hearing: To be heard within sixty five (65) days.
  - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
  - Supply Certified Mail green cards at Public Hearing with Certified List of Abutters from the Assessor's office.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

**\*\*\*THESE ARE ONLY BASIC REQUIREMENTS\*\*\***

- FURTHER DETAILS ON PLAN REQUIREMENTS AND OTHER PLANNING BOARD REQUIREMENTS MAY BE OBTAINED AT THE TOWN CLERK'S OFFICE.

**Revised October 29, 2009**