

# DOING BUSINESS IN ROCKPORT



Town of Rockport, Maine  
PO Box 10 Rockport, ME 04856

tel: 207-236-9648  
fax: 207-230-0112

[www.town.rockport.me.us](http://www.town.rockport.me.us)

## Welcome to the Town of Rockport!

*Striving to be a "business-friendly" community, this brochure has been created so that we may assist you in the operation of your new or existing business.*

*The Town of Rockport offers a combination of small town community and high quality business opportunities.*

*Our individual municipal departments are here to provide you with the governmental services necessary to operate your business.*

*Whether you seek information on building permits, signage, property tax relief or public services, we will answer your questions and guide you.*

*There are also outside resources available which offer a wealth of information such as State Government, utilities and a local Chamber of Commerce.*

## CONTACT INFORMATION

### \* EMERGENCY 911

### MUNICIPAL PHONE NUMBERS

Assessor	236-6758
Finance	230-0180
Fire Dept (non-emergency)	236-4437
Harbor Master	236-0676
Mid-Coast Solid Waste	236-7958
Municipal Office	236-9648
Planning/Codes Dept	236-0989
Police Dept (non-emergency)	236-2026
Public Library	236-3642
Public Works Dept	236-6245
Town Clerk	236-9648
Town Manager	236-0806

### HOURS OF OPERATION

Mid-Coast Solid Waste (TUE – SAT)	8 – 4
Municipal Office (M – F)	8 – 5
Public Library (M – SAT)	9 – 5:30
(WED)	11 – 8
Public Safety (M – F)	8 – 4
Public Works (M – F)	7 – 3:30

### OUTSIDE RESOURCES

Penobscot Bay Chamber of Commerce  
[www.therealmaine.com](http://www.therealmaine.com)

Rockport-Camden-Lincolnville Chamber of Commerce  
[www.visitcamden.com](http://www.visitcamden.com)

State of Maine Government  
[www.maine.gov](http://www.maine.gov)

Village Soup Media  
[www.knox.villagesoup.com](http://www.knox.villagesoup.com)

**The Assessor's Office...** maintains a wealth of public information including parcel maps, aerial maps, deeds, photos, abutter lists, building dimensions and historical property data.

**Property Tax Information...** All business equipment is subject to an annual personal property tax per state statutes. Each spring, the Assessor's Office sends a notice to each business requesting an itemized listing of their equipment, furniture and fixtures. The list is reviewed and a fair market value is calculated for tax purposes.

**Tax Bills...** are generated in late summer and reflect the nature and status of all property as of April 1<sup>st</sup>. If a business moves out of town or simply closes after April 1st, they are still responsible for the entire property tax bill.

**Property Tax Relief...** is available to most businesses through two programs governed by Maine statute.

- **BETR** (*Business Equipment Tax Reimbursement*) - Property tax assessed to a certain business may be qualified to receive a reimbursement from the State.
- **BETE** (*Business Equipment Tax Exemption*) – Certain non-retail type businesses that own equipment first placed in service after April 1, 2007 may be eligible for this exemption. An application must be submitted to the Assessor on or before May 1<sup>st</sup>.

**Applications...** for tax relief programs are available in the Assessor's Office or you can download the forms from the Maine State web site: [www.maine.gov/revenue/forms](http://www.maine.gov/revenue/forms).

**We Welcome** the taxpayers and the public to come in so that we may assist you with your annual submission, file for property tax relief and try to answer any assessment data questions you may have.

Telephone: 207-236-6758  
e-mail: [assessor@town.rockport.me.us](mailto:assessor@town.rockport.me.us)



## Rockport E-911 Addressing

The Town of Rockport's E-911 ordinance governs the assignment of road names and structure numbers. The purpose of the ordinance is to facilitate a specific addressing system which provides our local emergency personnel with the location of a structure.

All owners of structures shall display the assigned number in one of two ways:

- **Structure Front** – if the structure is visible within 50' from the road
- **Road Line** – if the structure is more than 50' from the road, the number must be placed on a mailbox, fence or post at the roadside.

Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height.

Please contact the E-911 Coordinator for more information. (207-236-6758)

### Town Clerk's Office

**Certificate of Sole Proprietor** – if you plan to adopt a name for your business other than your own, pursuant to Title 31, sec.2 you must apply.

**Liquor Licenses and Permits for Special Amusement and Games of Chance**

Please contact the Town Clerk at 207-236-9648

**The Planning and Community Development Office...** is a customer oriented resource committed to deliver a high quality of service to both new and existing businesses.

**New Businesses** - for prospective new businesses we can assist with an analysis of demographic trends, traffic analysis, *Pine Tree Zone* information, grant assistance, and guidance through the Rockport review, zoning and permitting process. We would be pleased to assist you in evaluating prospective sites within the town that would best serve your needs.

If you are considering starting a new business or relocating an existing business, please consider Rockport. We can show you how Rockport – the hub of the mid-coast, is the right place to start or grow your business.

**Existing Businesses** – If you are one of the 301 currently operating a business in the Town of Rockport, we are here to help you grow. We can provide well researched answers to your questions on the steps needed to expand your business. From simple changes like signage to more elaborate requests to modifying zoning districts, assist in the creation of additional tax increment financing districts or *Pine Tree Zone* districts, we are here to answer your questions.

**For all Businesses...** we look forward to assisting you with well researched answers to your land use, planning and economic development inquiries in a timely and professional manner.

Telephone 207-236-0989  
e-mail: [planner@town.rockport.me.us](mailto:planner@town.rockport.me.us)

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**Mid-Coast Solid Waste Facility**  
90 Union Street



207-236-7958