



This is a guide for Land Use Applications in the City of Ramsey.

Comprehensive Plan Amendment Basics

The Comprehensive Plan is a document that presents policies for a community's future development. It serves as a guide to decision-making and directs the community's growth and development. A Comprehensive Plan Amendment is required when a development proposal does not comply with the guidelines established in the current Comprehensive Plan. Comprehensive Plan Amendments require approval from the City Council and the Metropolitan Council (the regional planning agency). Comprehensive Plan Amendments are adopted by resolution.

Application Fee and Escrow

Application Fee per project (non-refundable): \$500
Minimum Escrow: \$1,000*

* Required escrows are minimum escrows. Escrows are collected with a Land Use Application to pay for the review of the application by the Planning Division and costs associated with the application, such as public hearing notice mailings. A project may have multiple requests, and the escrow related to each request must be paid when submitting the application. The remaining surplus shall be refunded to the Applicant after all remaining obligations are completed and accepted by the City. The Applicant shall be responsible for all costs incurred by the City above the minimum escrow. More information can be obtained by contacting the Planning Division at 763-433-9821.

Comprehensive Plan Amendment Application Procedure

1. Fill out the Land Use Application at www.Cityoframseymn.gov/LandUseApplication, check the applicable box(es), and pay the application and escrow fee. Applications cannot be processed until the application fee and escrow(s) have been paid.
2. Provide a detailed description of your request (attach a separate page if necessary).
3. Provide a general development plan based on a boundary line survey. The general development plan shall include the following.
 - a. Legal description of the property.
 - b. Type of use proposed.
 - c. If the comprehensive plan amendment pertains to a residential development, the number of residential units, including the net density of the proposal in units per acre, must be included.
 - d. If the comprehensive plan amendment pertains to commercial/industrial use, the square footage of the development must be provided.
 - e. Existing zoning of subject property and adjacent property.
4. The City may require additional information, per [Chapter 106, Article II of the City Code](#).

Comprehensive Plan Amendment Process

1. Applications for Comprehensive Plan Amendments must be submitted to the Planning Division in accordance with the Division's Land Use Application Calendar meeting schedule at www.cityoframsey.com/467.
2. Per state law, the City has 15 business days to determine if the application is complete. In the event that it is incomplete, the Planning Division will notify the Applicant within 15 business days and provide direction on what information is still required.
3. Properties within 350 feet of the subject property will be notified of the request and the public hearing date. A "Notice of Public Hearing" sign will be placed on the subject property.
4. The Planning Division will prepare a report detailing the information related to the request, findings of fact and Comprehensive Plan Amendment resolution.
5. The Planning Commission will hold a public hearing on your request. For exact meeting dates, refer to the Land Use Application Calendar at www.cityoframsey.com/467. The Planning Commission will then recommend to the City Council whether to approve or deny the request.
6. The Planning Commission will forward the request and recommendation to the City Council for their review and decision at an upcoming meeting (typically the second Tuesday of the month). Due to particular circumstances, the Planning Commission and City Council may impact this schedule to table action.
7. Once the City Council approves, the request will be forwarded to the Metropolitan Council for review. After the Metropolitan Council's review (either administratively or by the full Council, depending on the size and scope of the proposed change), it will determine whether or not the proposed change is within the parameters of the regional plan. If the request is deemed satisfactory, the Metropolitan Council will allow the City to implement the amendment.