



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

Formal Site Plan Review Basics

Absent a requirement for a Conditional Use Permit, the following uses require a formal Site Plan Review application:

1. Developments of multiple-family dwellings (three or more units), townhomes, and manufactured home parks;
2. Commercial and industrial principal and accessory uses when adjacent to a residential use;
3. All proposed developments within the Floodplain, Scenic Rivers, and Environmental Protection and Critical Rivers Overlay Districts.
4. Religious institutions;
5. Principal uses within the PI, P, and CL districts; and,
6. Principal uses within the PUD and COR districts.

The Planning Commission and City Council review the above items, and each Site Plan Review is approved by resolution. In addition, if the use proposed is new construction, the Conditional Use Permit process shall also be considered a Site Plan Review. A Conditional Use Permit application review shall satisfy the Site Plan Review procedural requirements for conditional uses.

Please note that the City Council may attach reasonable conditions or modifications to the site improvements or building architectural design to mitigate any adverse effects of the site. Conditions related directly to the use are not permitted.

Administrative Site Plan Review Basics

The following uses are instead reviewed administratively (meaning that they do not need a formal Site Plan Review application and do not need review and approval by the Planning Commission or City Council):

1. Expansion of an existing commercial or industrial building that meets all minimum standards of the applicable zoning district and matches and/or complements the exterior design, materials, and treatments of the existing building shall be exempt from the standard Site Plan Review process in Section 106-225 of City Code and rather be reviewed as part of the standard building permit review process.
2. Expansion, modification, or installation of site improvements for a permitted business or industrial use where no building is otherwise required shall require an administrative Site Plan Review.
3. The expansion or modification of site improvements and/or buildings with a less than a 100% footprint for uses listed in Section 106-225(A) shall be reviewed administratively.
4. Expansion or modifications of site improvements and/or buildings for conditional uses as described in Section 106-230 of less than a 10% footprint shall be reviewed as an administrative Site Plan Review.

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 applying. 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.

Site Plan Process

All site plans that require a formal Site Plan Review application, under the “Site Plan Review Basics” section, are reviewed by the Planning Commission, which makes a recommendation to the City Council for final approval. Refer to the Land Use Application Calendar at www.cityoframsey.com/467 for meeting dates. Applicants will be responsible for entering into a Development Agreement prior to issuance of a Building Permit. A Building Permit shall follow site plan approval as the Minnesota State Building Code requires. Approvals typically take 45-60 days for final approval. Execution of documents and agreements follow site plan approval.

Site Plan Requirements

When submitting a request for a Site Plan Review, each of the following plan sheets must be submitted.

1. Site Plan Sheet
2. Landscape Plan/Tree Preservation Plan
3. Utility Plan
4. Grading Plan
5. Lighting Plan
6. Building Elevation Plan

Under each title (below) is a list of items that should be included on that plan sheet. Additional information may be requested based on the unique nature of a specific project and/or site.

Site Plan Sheet:

1. General Plan Information
 - a. Type of use, proposed name, legal description, and property address.
 - b. The name (s) and address(es) of the landowner (s) and the engineer and/or architect preparing the plans.
 - c. A property survey certified by a Minnesota-licensed land surveyor.
 - d. A site plan is accurately scaled, on a standard engineering scale, and dimensioned, specifically showing the location of all buildings.
 - e. The scale of the Plat, date, and north arrow are included on all plan sheets.
 - f. The building design plan must be certified by a Minnesota-licensed land surveyor and architect or registered engineer, certifying that the design of the building has been prepared under their direct supervision.
 - g. The present use and zoning of the subject property and all directly adjacent parcels. If a rezoning is being requested, proposed zoning must also be included.

Site Plan Sheet: (continued)

- h. If the site plan pertains to a residential development, the number of residential units and net density for the proposed project must be provided.
- 2. Buildings and Structures
 - a. Location of all existing and proposed structures and improvements on the property.
 - b. Site plan details include trash enclosures, loading docks, patios, etc.
 - c. All townhouse developments must provide the location of the building footprint for each unit on the site plan.
- 3. Parking Areas, Driveways, and other Impervious Surfacing
 - a. Location of all bituminous and concrete surfaces and curbing areas.
 - b. The location and dimensions of vehicular circulation, curb cuts, driveways, drive aisles, and the number of existing and proposed parking spaces.
 - c. Location of site access(es).
 - d. Calculations of parking space requirements.
 - e. A parking justification report for uses not specifically listed in the City Code.
 - f. Traffic Generation Analysis, as determined necessary by the City.
 - g. Location, dimensions, and number of ADA parking spaces.
 - h. Location of an accessible path from each ADA parking space to the primary entrance of the principal building.
 - i. Location and dimensions of outside storage or display areas.
 - j. Dimensions (widths and lengths) of all private streets, driveway, drive aisle, and parking spaces.
 - k. Location and dimensions of all pedestrian circulation, including required connections to adjacent sidewalks and trails.
- 4. Non-Impervious Surfacing
 - a. The location of significant historical and natural features, including, but not limited to, floodplains, wetlands, lakes, rivers, ditches, and woodlands.
 - b. Snow storage locations.
- 5. Setbacks, Calculations, and Construction Staging
 - a. Construction staging areas, including locations of waste storage area(s) and construction materials.
 - b. Setbacks of all buildings, parking areas, and driveways from all property lines.
 - c. Proposed building(s) square footage calculations.
 - d. The subject property square footage and acreage calculations.
 - e. Building coverage calculation in square feet and total percentage.
 - f. Impervious and building surface calculation in square feet and total percentage.
 - g. Green space calculation in square feet and total percentage.

Landscape Plan/Tree Preservation Plan:

(See the Ramsey Tree Book for preferred/prohibited species, www.CityOfRamseyMN.Gov/RamseyTreeBook.)

1. Survey of existing tree cover prepared by an International Society of Arboriculture (ISA) certified arborist that shall include the following information:
 - a. Location of proposed lots and building pads.
 - b. Tree species, diameter (dbh), condition (healthy, dead or diseased). Any development involving Oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary Plat.
 - c. Soil conditions.
 - d. Existing contour data for the entire property with vertical contour data consistent with City standards for all areas to be distributed by proposed tree removal operations, extending for a distance of at least 50 feet beyond the limits of the proposed Plat. Elevations may be based on U.S. Geological Survey Data.
 - e. Proposed tree removal limits. Any clearing of Oak stands shall be performed prior to April 15 or after July 15 of each season.
 - f. Proposed number, species, and size of trees and shrubs to be planted.
2. All irrigation systems must have an approved backflow device installed in the irrigation enclosure. Irrigation enclosure location and construction materials are subject to the approval of The City Engineering Department. Further, all new or updated systems must install a rain sensor device to stop irrigation during rain events.

Utility Plan:

1. Locations and widths of existing and proposed utility easements.
2. Location, width, size, type, and invert elevations of existing and proposed sanitary sewers, water mains, storm sewers, culverts, manholes, lift stations, hydrants, valves, private septic systems, private wells, and any other underground facilities within the Plat and to a distance of 100 feet beyond shall be shown.
3. Location and size of utility laterals and irrigation taps. The connection to the City municipal water system must be constructed of ductile iron piping with a gate valve on the street for operation. The size of irrigation meters is subject to the approval of The City Engineering Department.

Grading and Drainage Plan:

1. A topographical map and grading plan.
2. Project water usage calculations using Minnesota Pollution Control Agency and/or Minnesota Department of Health guidelines.
3. Topographic data, including contours at vertical intervals of not more than two feet, except that a one-foot vertical interval shall be shown where the horizontal contour interval is 100 feet or more. Watercourses, lakes, wetlands, limits of flood plains, and other significant physical features shall be delineated. The ordinary high-water elevation and 100-year Flood Plain elevation shall be identified. United States Geological Survey (USGS) datum survey shall be used for topographic mapping. The slope must be calculated if along the Mississippi or Rum Rivers.
4. Soil data, including classification of all surface soils, per the Soil Conservation Service Classification system and logs of borings sufficient in number and depth to establish the elevation of the water table and soil types throughout the Plat.

Grading and Drainage Plan: (continued)

5. The soil types shall be identified if the site is to be serviced with on-site systems. For each lot having less than 30,000 square feet of Class I soils, the location of a septic field and alternative field must be identified.
6. Locations and invert elevations of storm sewers, drainage ditches, and culverts within the Plat and 100 feet beyond the Plat.
7. The drainage area map of existing Subdivisions shows the acreage of each drainage area (existing and proposed), as well as the pre-development and post-development runoff rate, in cfs, for the 10-year and 100-year storm events.
8. Pre and post runoff calculations.
9. The size and type of each storm sewer facility are proposed.
10. Proposed method of disposing of surface water drainage and conveying surface water drainage within and beyond the limits of the Plat to publicly owned or controlled drainage facilities or storm sewers.
11. Drainage and utility easements

Lighting Plan:

1. Exterior lighting locations, specifications, and diagrams of lighting fixtures for the building, parking area, site entrances, and site in general.
2. Shop drawings of light fixtures.
3. Photometric calculations extending to property lines.

Building Elevation Plan:

1. Building elevation plan that includes the height and the proposed exterior building materials for all structures. A color rendering must be provided at the Planning Commission and City Council meetings.