



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

Interim Use Basics

The purposes and intents of allowing interim uses are as follows:

1. To allow a use for a limited period of time that reasonably utilizes the property where it is not reasonable to use it in the manner provided in the Comprehensive Plan
2. To allow a use that is presently acceptable but that, with anticipated development, will not be acceptable in the future.

Interim use permits are subject to termination upon a date or an event that can be identified with certainty, with a maximum duration of five years from the date of approval. Interim use permits are also subject to additional conditions of approval, as directed by Planning Division, Planning Commission, and/or City Council.

Application Fee and Escrow

Application Fee per project (non-refundable): \$500
Minimum Escrow: \$600*

- * 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.

Interim Use Permit Procedures

1. Fill out the Land Use Application that can be found at www.Cityoframsey.com/DocumentCenter/View/758/Land-Use-Application-PDF, check the applicable box(es), and pay the appropriate 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).

Interim Use Permit Procedures (continued)

3. Provide a site layout (site plan) with detailed information regarding the request. Such information may include building and structure locations (existing and proposed) with dimensions, parking areas, screening (existing and required), and additional information as required by the City. Please note that a survey prepared by a Minnesota-licensed surveyor may be necessary to get accurate measurements for the request.

Interim Use Permit Process

1. Applications for Interim Use Permits 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. 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 Interim Use Permit resolution.
5. The Planning Commission will hold a public hearing on your request. For exact meeting dates, refer to the Land Use Application Calendar visit www.cityoframsey.com/467. The Planning Commission will then recommend whether to approve or deny the request to the City Council.
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 unavoidable circumstances, the Planning Commission and City Council may impact this schedule to table action.