



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

### Subdivision and Plat Basics

There are three (3) types of Plats that the City can approve:

1. Major Plat
2. Minor Plat
3. Administrative Plat

Requests for Registered Land Surveys, as well as Metes and Bounds Subdivisions, are handled separately under different processes. Metes and Bounds Subdivisions require the issuance of a Variance to Subdivision regulations. Please contact the Planning Division for questions regarding these types of Subdivisions.

### Major Plat

A major Plat is used when a Subdivision or consolidation of unplatted parcels exceeds three (3) parcels and/or requires the construction of public streets or utilities. A major Plat is also used for the Subdivision or consolidation of Platted tracts of land when construction of public streets or utilities is required. All major Plat approvals require the Developer to enter a Development Agreement with the City. ***When applying for a Major Plat, applicants must apply for the following entitlements:***

1. Sketch Plan
2. Preliminary Plat (Public Hearing)
3. Final Plat

### Minor Plat

A minor Plat is used when a Subdivision or consolidation of unplatted parcels does not exceed three (3) parcels and does not require the construction of public streets or utilities. A minor Plat is also used for the Subdivision or consolidation of Platted tracts of land, in any number, that does not require the construction of public streets or utilities. All minor Plat approvals require the Developer to enter a Development Agreement with the City. ***When applying for a Minor Plat, applicants must apply for the following entitlements:***

1. Sketch Plan
2. Final Plat

### Administrative Plat

An administrative Plat is used when a Subdivision or consolidation of parcels does not result in the creation of a buildable parcel. Administrative Plat approvals are provided in the form of City authorization of a metes and bounds description on a Deed prepared by the Applicant. Applicants must combine Property Identification Numbers (PIN) at Anoka County Property Records and Taxation at the time of Deed Transfer. ***When applying for an Administrative Plat, applicants must apply for the following entitlements:***

1. Sketch Plan

## Application Fee and Escrow

|                                              |          |
|----------------------------------------------|----------|
| Application Fee per project (non-refundable) | \$500    |
| Minimum Escrow (Major Plat):                 | \$2,000* |
| Minimum Escrow (Minor Plat):                 | \$2,000* |
| Minimum Escrow (Administrative Plat):        | \$500*   |

\* 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.

## Subdivision and Plat Process

As referenced in the previous sub-section of this guide, a Plat can include one (1) or all of the three (3) applications related to a request for Plat. These steps include a Sketch Plan, Preliminary Plat, and Final Plat. Fill out the Land Use Application at [www.Cityoframseymn.gov/LandUseApplication](http://www.Cityoframseymn.gov/LandUseApplication), 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. ***Please reference the previous sub-section to determine which box(es) to check on the Land Use Application.***

## Sketch Plan Requirements

The Sketch Plan will be reviewed by the Planning Commission. The Application for Sketch Plan Review must be submitted to the Planning Division in accordance with the Division's Land Use Application Calendar is found at [www.cityoframsey.com/467](http://www.cityoframsey.com/467). ***The Sketch Plan must be reviewed prior to submitting a Preliminary Plat.***

1. The name of the Subdivision, which shall not duplicate any Plat already recorded in the county (not required for the Administrative Plat).
2. Full legal description of the land involved in said Plat.
3. The names and addresses of the landowner, subdivider, and the designer and surveyor of said Plat.
4. Graphic scale of not more than one inch to 100 feet.
5. Date and north point.
6. Boundary line survey, including measured distances and angles, shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.
7. Total acreage and square feet of project area.
8. Location and names of existing or Platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements, sections, and municipal boundary lines within the Plat and to a distance of 100 feet beyond.
9. Identify all wetlands on the property.
10. Locations and widths of the public right-of-way, public and private streets, pedestrian trails, and sidewalks.
11. Other areas intended to be dedicated or reserved for public use, including the size of such areas.
12. If the development has a residential component, state the type, number of dwelling units, and approximate net density in units per acre (excluding major road rights-of-way and wetlands) (not required for Administrative Plats).
13. Additional information may be needed based on the unique conditions of the subject property and/or the proposed development.

## Preliminary Plat Requirements

The preliminary Plat will be reviewed by the Planning Commission and City Council. The Planning Commission will hold a Public Hearing. The application for Preliminary Plat review must be submitted to the Planning Division in accordance with the Planning Division's Land Use Application Calendar is found at [www.cityoframsey.com/467](http://www.cityoframsey.com/467). For each of the following plan sheets, additional information may be needed based on the unique conditions of the subject property and/or the proposed development. ***Applicants cannot apply for a Preliminary Plat until the Planning Commission has reviewed the Sketch Plan.***

### Preliminary Plat Sheet:

1. Name of Subdivision, which name shall not duplicate any Plat already recorded in the county.
2. Full legal description of the land involved in said Plat.
3. The names and addresses of the landowner, subdivider, and the designer and surveyor of said Plat.
4. Graphic scale of not more than one inch to 100 feet.
5. Date and north point.
6. Boundary line survey, including measured distances and angles, shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.
7. Total acreage and square feet of project area.
8. Existing zoning classifications for tracts of land in and abutting the project area.
9. Location and names of existing or Platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements, sections, and municipal boundary lines within the Plat and to a distance of 100 feet beyond.
10. If the preliminary Plat is a rearrangement or a re-plat of any recorded Plat, the lot and block arrangement of the original Plat, its original name, and all revised or vacated roadways shall be shown by dotted or dashed lines.
11. Layouts of lots and blocks with the number of each, square footage of lots, and dimensions scaled to the nearest tenth of a foot.
12. Location of existing and proposed public and private streets.
13. Whenever a portion of a tract of land is proposed for subdividing and said tract is large enough or is intended for future enlargement, a tentative plan for the future Subdivision of the entire tract shall be submitted.
14. If residential, state type, number of dwelling units, and approximate net density (excluding state, county, and MSA road rights-of-way and wetlands).
15. Areas other than streets, pedestrian ways, and utility easements intended to be dedicated or reserved for public use, including the size of such areas.
16. Building setback lines.

### Grading Plan:

1. Topographic data, including contours at vertical intervals of not more than two feet, except where the horizontal contour interval is 100 feet or more, a one-foot vertical interval shall be shown. Watercourses, lakes, wetlands, floodplain limits, and other significant physical features shall be delineated. The ordinary high-water elevation and 100-year floodplain elevation shall be identified. A United States Geological Survey (USGS) datum survey shall be used for topographic mapping.
2. All high points and emergency overflow elevations shall be provided.
3. 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.
4. The soil types shall be identified if the Subdivision 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.
5. Locations and invert elevations of storm sewers, drainage ditches, and culverts within the Plat and 100 feet beyond the Plat.
6. Drainage area map of existing Subdivisions showing the acreage of each drainage area (existing and proposed) and providing the predevelopment and post-development runoff rate, in cubic feet per second (cfs), for the ten-year and 100-year storm events.
7. Pre- and post-runoff calculations.
8. The size and type of each storm sewer facility proposed.
9. 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. There shall be no grades less than one percent. When grades are less than two percent, a certificate of grading will be required prior to occupancy. The certificate of grading shall provide a statement from a registered land surveyor stating that they have surveyed the lot and determined that it contains no grade flatter than one percent and conforms to the approved grading plan.
10. A development plan for each lot specifying house type, garage elevation, minimum floor elevation, and lowest opening elevation.
11. A table specifying house type, garage elevation, minimum floor elevation, lowest opening elevation, street centerline grade, 100-year flood elevation, and back yard and front yard slopes must be provided.

### Street Plan:

1. Layout of existing and proposed public and private streets showing right-of-way, pavement widths, and proposed street names. The name of any street used in the City must be an extension of an already-named street.
2. Existing and proposed centerline grades of public and private streets.
3. Location and widths of existing railroad rights-of-way.
4. Locations and widths of trails and sidewalks.
5. The length of the street identified by centerline stationing.
6. Angle of intersection as measured 100 feet from the intersection.
7. Continued on next page.
8. Horizontal and vertical curve information.
9. A temporary road easement shall be provided with a minimum radius of 65 feet for streets intended to continue as through streets.

### 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, 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 in the street for operation. The size of irrigation meters is subject to the approval of the City engineer.

### Landscape Plan/Tree Preservation Plan:

See the Ramsey Tree Book for preferred/prohibited species that is found at [www.CityOfRamseyMN.Gov/RamseyTreeBook](http://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 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.
2. Proposed tree removal limits. Oak stands shall be cleared before April 15 or after July 15 of each season.
3. Proposed number, species, and size of trees and shrubs to be planted.
4. 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 engineer. Further, all new or updated systems must install a rain sensor device to stop irrigation during rain events.

### Final Plat Requirements

The City Council will review the Final Plat. The application for Final Plat Review must be submitted to the Planning Division in accordance with the Division's Land Use Application Calendar meeting schedule at [www.cityoframsey.com/467](http://www.cityoframsey.com/467). For each of the following plan sheets, additional information may be needed based on the unique conditions of the subject property and/or the proposed development. Applicants may not submit a Final Plat application until the City Council has reviewed the Sketch Plan. However, they may request Final Plat approval concurrently with City Council approval of the Preliminary Plat. The City reserves the right to require that the Final Plat be reviewed separately from the Preliminary Plat.

### Final Plat Sheet:

1. Name of the Subdivision, which name shall not duplicate or too closely approximate the name of any existing Subdivision.
2. Municipal, township, county, or section lines are accurately tied to the boundaries of the Subdivision by distances and angles.

### Final Plat Requirements (continued)

3. Scale of the Plat, date, and north arrow.
4. A numbering system for all lots and blocks shall be shown clearly.
5. Streets shall be named, and all names shall be shown. The sequence of street naming shall conform with the county name grid or the pattern established in the area.
6. If the final Plat is a re-plat of an earlier Subdivision, the original Plat shall be shown and identified by dotted lines.
7. Official monuments designated and adopted by the county surveyor and approved by the district court for use as judicial monuments shall be set at each corner or angle of the outside boundary of the final Plat.
8. Judicial and county ditches shall be shown by dimensions and angles as determined from county records and encumbered with a 66-foot-wide drainage and utility easement.
9. Delineated watercourses, lakes, and wetlands shall be encumbered with a drainage and utility easement.
10. Statement dedicating all streets, alleys, and other public areas.
11. Name and address of the subdivider and the surveyor preparing the Plat.
12. An appropriate statement dedicating all easements.
13. Revised in accordance with preliminary Plat comments and the Planning Division review comments.

### Final Grading Plan:

Topographic data, including contours at vertical intervals of not more than two feet, except that where the horizontal contour interval is 100 feet or more, a one-foot vertical interval shall be shown. Watercourses, lakes, wetlands, floodplain limits, and other significant physical features shall be delineated. The ordinary high-water elevation and 100-year floodplain elevation shall be identified. A United States Geological Survey (USGS) datum survey shall be used for topographic mapping.

1. All high points and emergency overflow elevations shall be provided.
2. Continued on next page.
3. 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.
4. The soil types shall be identified if the Subdivision is to be serviced with on-site systems. For each lot having less than 25 percent Class I soils, the location of a septic field and alternative field must be identified.
5. Locations and invert elevations of storm sewers, drainage ditches, and culverts within the Plat and 100 feet beyond the Plat.
6. Drainage area map of existing Subdivisions showing the acreage of each drainage area (existing and proposed) and providing the pre-development and post-development runoff rate, in cubic feet per second (cfs), for the ten-year and 100-year storm events.
7. Pre- and post-runoff calculations.
8. The size and type of each storm sewer facility proposed.
9. Proposed method of conveying surface water drainage within and beyond the limits of the Plat to publicly owned or controlled drainage facilities or storm sewers.

### **Final Grading Plan (continued)**

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. There shall be no grades less than one percent. When grades are less than two percent, a certificate of grading will be required prior to the occupancy. The certificate of grading shall provide a statement from a registered land surveyor stating that such surveyor has surveyed the lot and determined that it contains no grade flatter than one percent and conforms to the approved grading plan.
11. Lot corner elevations and drainage swale centerline grades at intersections of lot lines.
12. Drainage and utility easements.
13. Direction of flow arrows in and around house pads.
14. Revised in accordance with preliminary Plat comments and the Planning Division review comments.

### **Final Street Plan:**

1. Layout of existing and proposed public and private streets, showing right-of-way and pavement widths and proposed street names. The name of any street used in the City must be an extension of an already named street.
2. Existing and proposed centerline grades of public and private streets.
3. Location and widths of existing railroad rights-of-way.
4. Locations and widths of trails and sidewalks.
5. The length of the street identified by centerline stationing.
6. Angle of intersection as measured 100 feet from the intersection.
7. Horizontal and vertical curve information.
8. For streets intended to be continued as through streets, a temporary road easement with a minimum radius of 65 feet shall be provided.
9. Revised in accordance with preliminary Plat comments and the Planning Division review comments.

### **Final Utility Plan:**

1. Locations and widths of existing and proposed utility easements.
2. Location, width, size, and type of existing and proposed sanitary sewers, water mains, storm sewers, culverts, manholes, lift stations, hydrants, valves, 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.
4. Revised in accordance with preliminary Plat comments and the Planning Division review comments.

### **Final Landscape Plan/Tree Preservation Plan:**

See the Ramsey Tree Book for preferred/prohibited species that is found at [www.CityOfRamseyMN.Gov/RamseyTreeBook](http://www.CityOfRamseyMN.Gov/RamseyTreeBook).

1. A final landscape plan/tree preservation plan in accordance with subsection (d)(5) of this section, revised in accordance with preliminary Plat comments and the Planning Division review comments.
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 engineer. Further, all new or updated systems must install a rain sensor device to stop irrigation during rain events.

### **Final Construction Plans and Specifications:**

1. The title page should include a vicinity map and an index and be certified by a professional engineer.
2. Traffic control and tabulation.
3. Construction details, including a typical section.
4. Existing topography with miscellaneous removals.
5. Sanitary sewer and water main plan and profile sheets, with a plan scale not exceeding one inch equal to 50 feet and a profile no greater than one inch equal to five feet vertically.
6. Storm sewer construction plans should have a plan that is one inch equal to 50 feet and a profile no greater than one inch equal to five feet vertically.
7. Street and trail construction plans, with a plan scale of one inch equal to 50 feet and a profile no greater than one inch equal to five feet in vertical.
8. If applicable, lift station detail.
9. Specifications to include the City Engineers Association of Minnesota Standard Specifications for Construction and special provisions outlining the types of materials to be required, as well as a completion date and a full set of contract documents.