



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

Zoning Amendment Basics

The City Council may adopt amendments to the Zoning Map concerning land uses within a particular district or to the location of the district lines. Additionally, The City Council may adopt amendments to the Zoning Code.

Such amendments shall not be issued indiscriminately but shall only be used to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the City. The Council may amend the Zoning Map and/or Zoning Code (Chapter 106 of City Code) as proposed by a member of the Council, Planning Commission, Zoning Administrator, or by a petition of a person residing or owning property within the City, per the standards in Chapter 106, Section 245 of City Code.

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 associated with 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.

Zoning Amendment Procedures

1. Fill out the Land Use Application that can be found on the City's website 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).
3. Provide a boundary line survey including the legal description of the subject property and a general development plan showing potential development of the property, indicating proposed streets, buildings, and landscaping. The City may require additional information per Chapter 106, Section 200 of the City Code.

Zoning Amendment Process

1. Applications for Zoning Amendment must be submitted to the Planning Division in accordance with the Division's Land Use Application Calendar 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.

Zoning Amendment Process (continued)

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 proposed Zoning Amendment Ordinance.
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). This schedule may be impacted by the Planning Commission and City Council to table action due to unavoidable circumstances.
7. The City Council must introduce the Ordinance and then approve and adopt it at a subsequent meeting. If adopted, the Ordinance becomes effective 30 days after publication.