



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

Conditional Use Permit Basics

Certain types of uses are classified as “conditional uses” in a given zoning district, an allowed use to which reasonable conditions may be attached. The conditions may be based on the operation of the use, site improvements, and screening in order to mitigate any impacts to surrounding properties or the public rights-of-way. Conditional uses shall be approved by the City Council by a showing by the applicant that the standards and criteria stated in Chapter 106 of the City Code will be satisfied. The standards and criteria shall include general requirements for all conditional uses and, insofar as practicable, requirements specific to each designated conditional use. If the use proposed is new construction, the Conditional Use Permit process shall also be considered a 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.

Conditional Use Permit Application Procedure

1. Fill out the Land Use Application at www.Cityoframsey.com/DocumentCenter/View/758/Land-Use-Application-PDF, 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 site layout (site plan) providing 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, per Chapter 106, Section 200 of the City Code.

Conditional Use Permit Process

1. Applications for Conditional Use Permits must be submitted to the Planning Division in accordance with the Division’s Land Use Application Calendar 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.

Conditional Use Permit Process (continued)

4. The Planning Division will prepare a report detailing the information related to the request, findings of fact and Conditional 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 at www.cityoframsey.com/467. The Planning Commission will then make a recommendation to the City Council on 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). Note: This schedule may be impacted by the Planning Commission and City Council if they table action due to particular circumstances.