



# Zoning Amendment Guide

---

*A guide for land use applications in the City of Ramsey*

*Created January, 2012*

*Revised March, 2016*

## Zoning Amendment Basics

A zoning amendment is required to change the zoning classification on a parcel(s) or modify a zoning district boundary or regulation. Since zoning must be consistent with the City's Comprehensive Plan, a Comprehensive Plan Amendment may be required in conjunction with the requested Zoning Amendment.

## Application Fee and Escrow

Application Fee (non-refundable):	\$200
Minimum Escrow:	\$400*

\*Required escrows are minimum escrows. 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 is included in Section 2: General Land Use Information portion of this document.

## Zoning Amendment Procedures

1. Fill out the enclosed applicable application and pay the applicable application and escrow fee. Applications **cannot** be processed until the application and escrow fees have been paid.
2. Provide a detailed description of your request (attach a separate request if necessary).
3. Provide a boundary line survey including the legal description of the subject property, a general development plan showing potential development of the property, indicating proposed streets, buildings, and landscaping. The City may require additional information.

## Zoning Amendment Process

1. Zoning Amendment applications must be submitted to Staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
2. The City has 15 days to determine if the application is complete. In the event that the application is incomplete, Staff will notify the Applicant within the 15 days and provide direction on what information is still required.
3. Properties located within at least 350 feet of the subject property will be notified of the request and the public hearing date.
4. City Staff will prepare a report detailing the information related to the request, findings of fact and proposed Zoning Amendment Ordinance.
5. The Planning Commission meets the first Thursday of every month. A public hearing will be held relating to the Applicant's request. The Planning Commission will make a recommendation to the City Council to either approve or deny the request.
6. The Planning Commission will forward the request to the City Council for their review at their second meeting of the month (fourth Tuesday). The Ordinance must be introduced by the City Council, then adopted at a subsequent meeting. The Ordinance becomes effective 30 days after publication.

*Due to certain circumstances the Planning Commission may table the request to review and take action at a later date.*