



Conditional Use Permit Application

Applicant/Contact Information

| | | | | |
|---|---------------------------------|----------------------------|--------------|------------|
| Applicant Name | | | | |
| Applicant Address | <i>Street address</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| Home Phone Number () | Work Phone Number () | | | |
| Email Address | Fax Number () | | | |
| Name of Business (if applicable) | | | | |
| Business Address (if applicable) | | | | |
| Business Phone Number | | Business Fax Number | | |

Proposed site (subject property) of Conditional Use Permit

| |
|---|
| Address |
| PIN |
| Legal Description |
| <i>(circle one)</i> |
| Zoning R-1 / R-2 / R-3 / B-1 / B-2 / E-1 / E-2 / TC other _____ |

Property Owner Contact Information (if different from applicant's information)

| | | | | |
|---------------------|------------------------------------|------------------------------------|--------------|------------|
| Name | | | | |
| Address | <i>Street Address</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| Phone Number | Home phone number () | Work phone number () | | |

**Please provide a detailed description of your request
and attach a copy of your property layout (if applicable)**

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A “Land Use Sign” will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

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|----------------------------|-------------|-------------------------------|-------------|
| Applicant Signature | Date | Co-Applicant Signature | Date |
|----------------------------|-------------|-------------------------------|-------------|

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

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|---------------------------------|-------------|------------------------------------|-------------|
| Property Owner Signature | Date | Co-Property Owner Signature | Date |
|---------------------------------|-------------|------------------------------------|-------------|

To be filled out by the City of Ramsey:

Application amount: _____

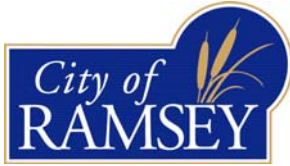
Escrow Amount: _____

Date Paid: _____

Cash Receipt: _____

Date Received: _____

Escrow Number: _____



Conditional Use Permit Application

Definition:

A conditional use is a use, which because of certain characteristics, cannot be properly classified as a permitted use in the zoning district within which it is proposed. Conditional Use Permits are designed to meet the problem that arises where certain uses, although generally compatible with the basic use classification of a particular zone, should not be permitted to locate as a matter of right in every area included within the zone because of hazards inherent in the use itself or special problems which its proposed location may represent.

Procedures to apply for a conditional use permit:

1. Fill out the enclosed 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 sheet 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), additional information as required by the City.
4. If the request is related to a commercial or industrial use, a detailed site plan must be attached.

Conditional Use Permit Process:

- Conditional Use Permit applications must be submitted to staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
- 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.
- Properties located within at least 350 feet of the subject property will be notified of the conditional use permit request and public hearing date.
- City staff will prepare a report detailing information related to the conditional use permit request; findings of fact and a proposed conditional use permit resolution will also be prepared.
- The Planning Commission meets the first Thursday of each month. A public hearing will be held relating to the conditional use permit request. The Planning Commission will make a recommendation to the City Council to either approve or deny the request.
- The Planning Commission will forward the request to the City Council for their review at their 2nd meeting of the month (4th Tuesday). However, due to certain circumstances the Planning Commission may table the conditional use permit request to review and take action at a later date.