



# Comprehensive Plan Amendment (CPA) Guide

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

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## Comprehensive Plan Amendment Basics

The Comprehensive Plan is a document that presents policies for the future development of a community. It serves as a guide to decision making in directing the community's growth and development. A Comprehensive Plan Amendment is required when a development proposal does not comply with the guidelines established in the current Comprehensive Plan. Comprehensive Plan Amendments require approval of both the City Council and the Metropolitan Council (the regional planning agency).

## Application Fee and Escrow

Application Fee (non-refundable):	\$500
Minimum Escrow:	\$1,000*

\*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.

## Comprehensive Plan 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 general development plan based off a boundary line survey. The general development plan shall include the following.
  - a. Legal description of the property.
  - b. Type of use proposed.
  - c. If the comprehensive plan amendment pertains to a residential development, the number of residential units, including net density of proposal, must be included.
  - d. If the comprehensive plan amendment pertains to a commercial/industrial use, square footage of development must be provided.
  - e. Existing zoning of subject property and adjacent property.
4. Additional information may be required by the City.

## Comprehensive Plan Amendment Process

1. Comprehensive Plan Amendments 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 comprehensive plan amendment resolution.
5. The Planning Commission meets the fourth 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 and decision at their second meeting of the month (the fourth Tuesday of the month). *This schedule may be impacted by the Planning Commission and City Council to table action due to certain circumstances.*
7. Once approved, the request also needs to be approved by the Metropolitan Council, which may also include review by adjacent communities depending on the level of the request

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

## Additional Resources

1. [City of Ramsey – City Code](#) - City Code for the City of Ramsey, outlining rules and procedures for the City.
2. [City of Ramsey - Land Use Application](#) - The application to apply for land use projects including plats, use permits, variances, etc. Complete and send a copy to the City with applicable fees and other application review materials to formally submit an application.
3. [City of Ramsey - Site Plan Guide](#) - A how-to guide for creating a site plan for project submittals. This guide shows all the necessary information required in a site plan, and provides visual examples.
4. [City of Ramsey – ePermits](#) - The City of Ramsey's online permit application portal. Apply for building, electrical, and zoning permits on this site.
5. [City of Ramsey - ProjectDox](#) (use Microsoft Edge) - The City's project review portal for applications. City Staff can set up land use projects for developers to upload plans, and receive plans reviewed by the City's various departments. This portal is also used for permit application review by City Staff.
6. [City of Ramsey – ProjectDox Guide](#) - A how-to guide for first-time users of the ProjectDox website.
7. [City of Ramsey – Land Use Application Review Schedule](#) - The City of Ramsey's review schedule for land use applications, including review schedules and meeting dates for the Planning Commission and City Council.
8. [Minnesota Department of Health](#) - The State division that reviews health aspects of a project.
9. [Minnesota Department of Labor & Industry](#) - The State division that **issues** plumbing permits and reviews utility permits.
10. [Minnesota Pollution Control Agency](#) - The State agency in charge of preventing pollution of Minnesota's water, air, noise, and land.
11. [Lower Rum River Watershed Management Organization](#) - The local watershed management organization for the City of Ramsey. The LRRWMO reviews development applications that are an acre or larger, in coordination with the City of Ramsey's Engineering Department.
12. [Metropolitan Council](#) - A planning organization that reviews all proposed developments accessing City sewer and water within the seven-county metro area. Any proposals for Comprehensive Plan Amendments will have to be reviewed by the MetCouncil.

13. [Anoka County - Highway Department](#) - The division of Anoka County that reviews developments adjacent to county roads and highways such as Ramsey Blvd, Armstrong Blvd, and Nowthen Blvd in the City of Ramsey.
14. [Anoka County – Public Health and Environmental Services](#) - The division of Anoka County that reviews public health aspects of a project, such as a new restaurant.
15. [Minnesota Department of Transportation – Metro District Planning, Development Review](#) - The State transportation division for reviewing developments adjacent to State highways, such as Highway 47 (St. Francis Blvd NW) and Highways 10/169 in the City of Ramsey.
16. [Environmental Quality Board](#) - They administer the State Environmental Review requirements for certain larger projects.