



Comprehensive Plan Amendment (CPA) Guide

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):	\$200
Minimum Escrow:	\$700*

*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 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 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.