



# Conditional Use Permit Guide

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

*Created January, 2012*

*Revised March, 2016*

## Conditional Use Permit Basics

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.

## Application Fee and Escrow

Application Fee (non-refundable):	\$200
Minimum Escrow:	\$800*
Minimum Escrow: (Environmentally Sensitive)	\$1,500*

\*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.

## Conditional Use Permit 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 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

1. Applications for Conditional Use Permits 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 conditional use permit 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.*