



Site Plan Review Guide

A guide for land use applications in the City of Ramsey

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Site Plan Basics

Site plan reviews are required for all proposed multiple-family dwellings (three or more units), mobile home parks, commercial and industrial developments, and all proposed developments within the Floodplain, Scenic Rivers, and Environmental Protection and Critical Rivers Overlay Districts. In addition, site plan reviews shall be specifically required prior to the issuance of a conditional use permit in any commercial or industrial zone.

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.

Site Plan Process

All site plans are reviewed by the Planning Commission, which makes a recommendation to the City Council for final approval. Applicants will be responsible for entering into a Development Permit prior to issuance of a Building Permit. A Building Permit shall be required following site plan approval as required by the Minnesota State Building Code. Approvals typically take 45-60 days for final approval. Execution of documents and agreements follow site plan approval.

Site Plan Requirements

Site Plan Sheet:

1. Type of use, proposed name, legal description and property address.
2. Name(s) and address(es) of owner(s) of land, and of engineer and/or architect preparing the plans.
3. A property survey certified by a registered land surveyor.
4. The number of employees expected to work at the site.
5. A site plan accurately scaled and dimensioned specifically showing the location of all buildings.
6. The building design plan must be certified by an architect or engineer registered in the State of Minnesota, certifying that the design of the building has been prepared under their direct supervision.
7. Present use and zoning of the subject property and the present use and zoning of all directly adjacent parcels. Proposed zoning must also be included if a rezoning is being requested.
8. Location of all existing and proposed structures and improvements on the property.
9. Location of significant historical and natural features, including but not limited to wetlands, lakes, rivers, ditches and woodlands.
10. Site access(es).

11. Loading docks.
12. Location of all bituminous and concrete surfaces and curbing areas.
13. Waste storage area location and construction materials.
14. All townhouse developments must provide the location of the building footprint for each unit on the site plan.
15. All setbacks must be shown on the site plan
16. If the site plan pertains to a residential development, the number of residential units and net density for the proposed project must be provided.
17. Proposed building(s) square footage calculations.
18. The subject property square footage and acreage calculations.
19. Building coverage calculation in square feet and total percentage.
20. Impervious and building surface calculation in percentage and square feet.
21. Green space calculation in percentage and square feet.
22. Off-street parking and outside storage or display areas, including dimensions
23. Dimensions (particularly in regard to the lengths) of all private drive.
24. Scale of plat, date and north arrow.
25. Traffic Generation Analysis, as determined necessary by the City.
26. Additional information as requested by the City

Landscape Plan/Tree Preservation Plan:

(See the Ramsey Tree Book for preferred/prohibited species)

1. Survey of existing tree cover prepared by an International Society of Arboriculture (ISA) certified arborist that shall include the following information:
 - a. Location of proposed lots and building pads.
 - b. Tree species, diameter (dbh), condition (healthy, dead or diseased). Any development involving Oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat.
 - c. Soil conditions.
 - d. Existing contour data for the entire property with vertical contour data consistent with City standards for all areas to be distributed by proposed tree removal operations, extending for a distance of at least fifty (50) feet beyond the limits of the proposed plat. Elevations may be based on U.S. Geological Survey Data.
 - e. Proposed tree removal limits. Any clearing of Oak stands shall be performed prior to April 15 or after July 15 of each season.
 - f. Proposed number, species, and size of trees and shrubs to be planted.
2. All irrigation systems must have an approved backflow device installed in the irrigation enclosure. Irrigation enclosure location and construction materials are subject to the approval of the City Engineer. Further, all new or updated systems must install a Rain Sensor device to stop irrigation during rain events.
3. Additional information as requested by the City.

Utility Plan:

1. Locations and widths of existing and proposed utility easements.

2. Location, width, size, type, and invert elevations of existing and proposed sanitary sewers, water mains, storm sewers, culverts, manholes, lift stations, hydrants, valves, and any other underground facilities within the plat and to a distance of 100 feet beyond shall be shown.
3. Location and size of utility laterals and irrigation taps. The connection to the City municipal water system must be constructed of ductile iron piping with a gate valve in the street for operation. The size of irrigation meters is subject to the approval of the City Engineer.

Additional information as requested by the City.

Grading Plan:

1. A topographical map and grading plan.
2. Calculations of projected water usage using Minnesota Pollution Control Agency and/or Minnesota Department of Health guidelines.
3. Topographic data, including contours at vertical intervals of not more than two feet, except that where the horizontal contour interval is 100 feet or more, a one foot vertical interval shall be shown. Watercourses, lakes wetlands, limits of flood plains and other significant physical features shall be delineated. The ordinary high water elevation and 100-year Flood Plain elevation shall be identified. U.S.G.S datum survey shall be used for topographic mapping.
4. Soils data, including classification of all surface soils, in accordance with the Soil Conservation Service Classification system and logs of borings sufficient in number and depth to establish the elevation of the water table and soil types throughout the plat.
5. If the site is to be serviced with on site systems, the soil types shall be identified. For each lot having less than 30,000 square feet of Class I soils, the location of a septic field and alternative field must be identified.
6. Locations and invert elevations of storm sewers and drainage ditches and culverts within the plat and to a distance of 100 feet beyond the plat.
7. Drainage area map of existing subdivisions showing the acreage of each drainage area (existing and proposed) as well as providing the predevelopment and post development runoff rate, in cfs, for the 10 year and 100 year storm events.
8. Pre and post runoff calculations.
9. Size and type of each storm sewer facility proposed.
10. Proposed method of disposing of surface water drainage and method of conveying surface water drainage within and beyond the limits of the plat to publicly owned or controlled drainage facilities or storm sewers.
11. Drainage and utility easements
12. Additional information as requested by the City.

Lighting Plan:

1. Exterior lighting locations, specifications and diagrams of lighting fixtures for the building, parking area, site entrances and site in general.
2. Shop drawings of light fixtures.
3. Additional information as requested by the City

Building Elevation Plan:

1. Building elevation plan that includes the height and the proposed exterior building materials for all structures. A color rendering must be provided at the Planning Commission and City Council meetings.
2. Additional information as requested by the City.

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.