

Developer Handbook

A guide for land use application in the City of Ramsey

Created September, 2011

This document is designed to be a user-friendly tool for navigating the development review process in the City of Ramsey. The Table of Contents is designed to hyperlink to the appropriate page by simply clicking on that section in the Table of Contents. If you are having troubles navigating the document, or have additional questions, please call the Ramsey Planning Division at 763-433-9824.

Contents

2011 Land Use Application Review Schedule	5
Review Process Flowchart	6
Steps for Submitting an Application for Plat/Subdivision.....	7
Applying for a Major Plat	8
Applying for a Minor Plat.....	17
Applying for an Administrative Plat.....	18
Development Fees, Surety Requirements, and Other Financial Information.....	19
Letter of Credit Information.....	22
Development Agreement.....	25
Noise Study Requirements.....	26
Application for Plat (Major, Minor, and Administrative).....	27
Steps for Submitting an Application for Site Plan Review	28
Applying for Site Plan Review	29
Development Fees, Surety Requirements, and Other Financial Information.....	33
Letter of Credit Information.....	36
Development Permit.....	39
Noise Study Requirements.....	40
Application for Site Plan Review	41

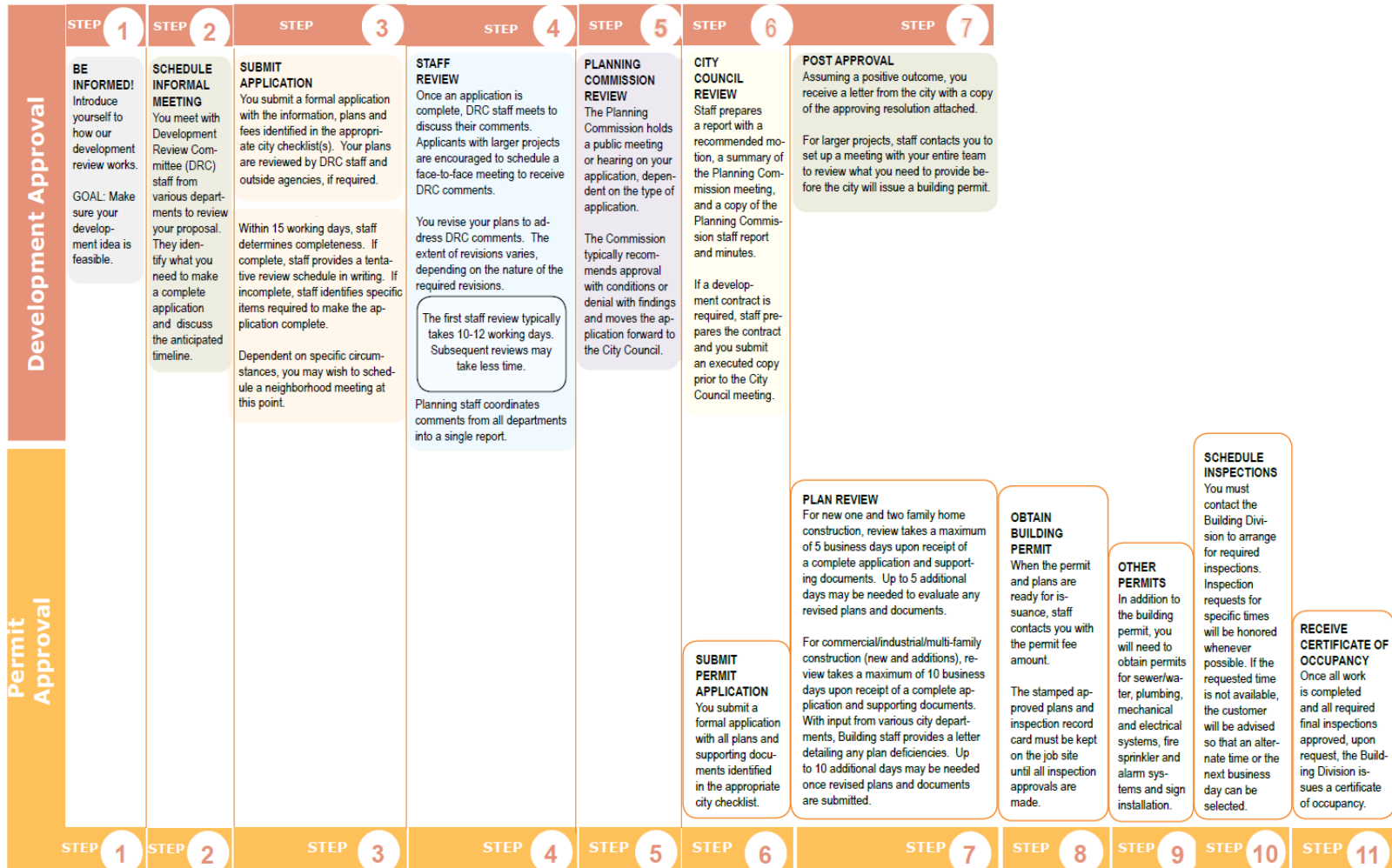
Steps for Submitting an Application for Conditional Use Permit	42
Zoning Information	43
Consolidated Use List.....	43
Zoning Map	44

Page Intentionally Left Blank

2011 Land Use Application Review Schedule

Application Deadline	Planning Commission Date	Regular City Council Date
12/06/2011	01/06/2011	01/25/2011 (02/08/2011)
01/03/2011	02/03/2011	02/22/2011 (03/08/2011)
02/03/2011	03/03/2011	03/22/2011 (04/12/2011)
03/07/2011	04/07/2011	04/26/2011 (05/10/2011)
04/05/2011	05/05/2011	05/24/2011 (06/14/2011)
05/02/2011	06/02/2011	06/28/2011 (07/12/2011)
06/07/2011	07/07/2011	07/26/2011 (08/09/2011)
07/05/2011	08/04/2011	08/21/2011 (09/13/2011)
08/01/2011	09/01/2011	09/27/2011 (10/11/2011)
09/06/2011	10/06/2011	10/25/2011 (11/08/2011)
10/03/2011	11/03/2011	11/22/2011 (12/13/2011)
11/01/2011	12/01/2011	Pending

Review Process Flowchart



Steps for Submitting an Application for Plat/Subdivision

There are three (3) types of Subdivisions in the City of Ramsey:

- 1) Major Plat
- 2) Minor Plat
- 3) Administrative Plat

Major Plat:

A major plat is used when a subdivision or consolidation of unplatted parcels exceeds three parcels and/or requires the construction of public streets or utilities. A major plat is also used for the subdivision or consolidation of platted tracts of land when construction of public streets or utilities is required. All major plat approvals require that the Developer enter into a Development Agreement with the City.

Minor Plat:

A minor plat is used when a subdivision or consolidation of unplatted parcels does not exceed three (3) parcels and does not require the construction of public streets or utilities. A minor plat is also used for the subdivision or consolidation of platted tracts of land, in any number, that does not require the construction of public streets or utilities. All minor plat approvals require that the Developer enter into a Development Agreement with the City.

Administrative Plat:

An administrative plat is used when a subdivision or consolidation of parcels does not result in the creation of a buildable parcel.

Applying for a Major Plat

Utilize this section if applying for a Major Plat. A major plat consists of three (3) steps:

1. Sketch Plan
2. Preliminary Plat
3. Final Plat

Procedures to apply for a major plat:

1. Fill out the enclosed applicable application (sketch plan, preliminary plat, or final plat) and pay the applicable application and escrow fee. Applications ***cannot*** be processed until the application and escrow fees have been paid. The escrow fee and application fee is collected at time of sketch plan submittal. Additional deposits may be required during preliminary plat and final plat submittal if the project escrow account shows a negative balance.
2. The sketch plan is submitted to the Planning Commission for their review. The applicant has the option to bring forward the proposed sketch plan to the City Council. The Planning Commission and City Council will review the Preliminary Plat and the City Council will review the Final Plat. The Planning Commission meets the first Thursday of every month. The sketch plan and preliminary plat application must be submitted to staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule). The City Council meets the 2nd and 4th Tuesday of every month. Final plat application must be submitted to staff thirty (30) days prior to the City Council meeting date desired.
3. 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.
4. A minimum of two full scale and one 11x17 reduction of each sheet must be submitted to Staff for the sketch plan, preliminary plat and final plat. Additionally, a portable document format (PDF) copy of each sheet must be submitted as well. The following additional copies will be required during preliminary plat submittal if the project area contains any wetlands or abuts a County or State road.
 - a. County Road (1 full size, 1 11 x 17)

- b. State Highway (1 11 x 17 PDF –or- 7 full size)
 - c. DNR (1 full size, 1 11 x 17)
5. No grading shall proceed until the final plat has been received and approved by the City Council and the Developer has obtained all permits required by other regulatory agencies.

Sketch Plan Requirements:

The Sketch Plan will be reviewed by the Planning Commission. The Application for Sketch Plan Review must be submitted no less than 30 days prior to the next available Planning Commission Meeting.

- 1. Name of subdivision, which name shall not duplicate any plat already recorded in Anoka County.
- 2. Full Legal description of the land involved in said plat.
- 3. Names and addresses of the owner and subdivider of the land, and the designer and surveyor of said plat.
- 4. Graphic scale of not more than one inch to 100 feet.
- 5. Date and north point.
- 6. Boundary line survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.
- 7. Total acreage and square feet of project area.
- 8. Location and names of existing or platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements and section and municipal boundary lines within the plat and to a distance of 100 feet beyond.
- 9. Identify all wetlands on the property.
- 10. Locations and widths of public right-of-way, public and private streets and pedestrian trails and sidewalks.
- 11. Other areas intended to be dedicated or reserved for public use, including the size of such areas.
- 12. If residential, state type, number of dwelling units, and approximate net density (excluding major road right-of-ways and wetlands).
- 13. Additional information as requested by Staff.

Preliminary Plat Requirements

The preliminary plat will be reviewed by the Planning Commission and City Council. The Planning Commission will hold a Public Hearing. The application for Preliminary Plat review must be submitted no less than 30 days prior to the next available Planning Commission Meeting.

Preliminary Plat Sheet:

1. Name of subdivision, which name shall not duplicate any plat already recorded in Anoka County.
2. Full Legal description of the land involved in said plat.
3. Names and addresses of the owner and subdivider of the land, and the designer and surveyor of said plat.
4. Graphic scale of not more than one inch to 100 feet.
5. Date and north point.
6. Boundary line survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.
7. Total acreage and square feet of project area.
8. Existing zoning classifications for tract of land in and abutting the project area
9. Location and names of existing or platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements and section and municipal boundary lines within the plat and to a distance of 100 feet beyond.
10. If the preliminary plat is a rearrangement or a re-plat of any recorded plat, the lot and block arrangement of the original plat, its original name and all revised or vacated roadways shall be shown by dotted or dashed lines.
11. Layouts of lots and blocks with number of each, square footage of lots and dimensions scaled to the nearest tenth of a foot.
12. Location of existing and proposed public and private streets.
13. Whenever a portion of a tract of land is proposed for subdividing and said tract is large enough or is intended for future enlargement, a tentative plan for the future Subdivision of the entire tract shall be submitted.
14. If residential, state type, number of dwelling units, and approximate net density (excluding State, County, and MSA road right-of-ways and wetlands).
15. Areas, other than streets, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such areas.
16. Building setback lines.
17. Additional information as requested by Staff.

Development Review Manual (September 2011)

Plat/Subdivision Review

Page 10 of 45

Grading Plan:

1. 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.
2. All high points and emergency overflow elevations shall be provided.
3. 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.
4. If the subdivision is to be serviced with on site systems, the soil types shall be identified. For each lot having less than 30,000 square feet Class I soils, the location of a septic field and alternative field must be identified.
5. 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.
6. 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.
7. Pre and post runoff calculations.
8. Size and type of each storm sewer facility proposed.
9. 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. There shall be no grades less than 1%. When grades are less than 2%, a certificate of grading will be required prior to occupancy. The lots subject to this requirement should also be noted on the final grading plan.
10. A development plan for each lot specifying house type, garage elevation, minimum floor elevation, and lowest opening elevation.
11. A table specifying house type, garage elevation, minimum floor elevation, lowest opening elevation, street centerline grade, 100-year flood elevation, and back yard and front yard slopes must be provided.
12. Additional information as requested by the City.

Street Plan:

Development Review Manual (September 2011)

Plat/Subdivision Review

Page 11 of 45

1. Layout of existing and proposed public and private streets, showing right-of-way and pavement widths and proposed names of streets. The name of any street used in the City must be an extension of an already named street.
2. Existing and proposed centerline grades of public and private streets.
3. Location and widths of existing railroad right-of-ways.
4. Locations and widths of trails and sidewalks.
5. Length of street identified by centerline stationing.
6. Angle of intersection as measured 100 feet from the intersection.
7. Horizontal and vertical curve information.
8. For streets intended to be continued as through streets, a temporary road easement shall be provided having a minimum radius of 65 feet.
9. 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.
4. 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.

Final Plat Requirements:

The Final Plat will be reviewed by the City Council. The application for Final Plat Review may not be submitted until Preliminary Plat approval.

Final Plat Sheet:

1. Name of the Subdivision, which name shall not duplicate or too closely approximate the name of any existing subdivision.
2. Municipal, township, county or section lines accurately tied to the boundaries of the boundaries of the Subdivision by distances and angles.
3. Scale of plat, date and north arrow.
4. A numbering system for all lots and blocks shall be shown clearly.
5. Streets shall be named and all names shall be shown. A sequence of street naming shall conform with the Anoka County name grid or the pattern that has been established in the area.
6. In the event the final plat is a re-plat of earlier subdivision, the original platting of the subdivision shall be shown and identified by dotted lines.
7. Official monuments as designated and adopted by the county surveyor and approved by the District Court for use as judicial monuments shall be set at each corner or angle of the outside boundary of the final plat.
8. Judicial and county ditches shall be shown by dimensions and angles as determined from county record and encumbered with a 66-foot wide drainage and utility easement.
9. Delineated water courses, lakes, and wetlands shall be encumbered with a drainage and utility easement.
10. Statement dedicating all streets, alleys and other public areas.

11. Name and address of subdivider and the surveyor preparing the plat.
12. An appropriate statement dedicating all easements.
13. Revised in accordance with preliminary plat comments and staff review letter.
14. Additional information as requested by the City.

Final Grading Plan:

1. 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.
2. 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.
3. If the subdivision 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.
4. 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.
5. 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.
6. Pre and post runoff calculations.
7. Size and type of each storm sewer facility proposed.
8. 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. There shall be no grades less than 1%. When grades are less than 2%, a certificate of grading will be required prior to occupancy. The lots subject to this requirement should also be noted on the final grading plan.
9. Lot corner elevations as well as drainage swale centerline grades at intersections of lot lines.
10. Drainage and utility easements.
11. Direction of flow arrows in and around house pads.
12. Revised in accordance with preliminary plat comments and staff review letter.
13. Additional information as requested by the City.

Final Street Plan:

1. Layout of existing and proposed public and private streets, showing right-of-way and pavement widths and proposed names of streets. The name of any street used in the City must be an extension of an already named street.
2. Existing and proposed centerline grades of public and private streets.
3. Location and widths of existing railroad right-of-ways.
4. Locations and widths of trails and sidewalks.
5. Length of street identified by centerline stationing.
6. Angle of intersection as measured 100 feet from the intersection.
7. Horizontal and vertical curve information.
8. For streets intended to be continued as through streets, a temporary road easement shall be provided having a minimum radius of 65 feet.
9. Revised in accordance with preliminary plat comments and staff review letter.
10. Additional information as requested by the City.

Final Utility Plan:

1. Locations and widths of existing and proposed utility easements.
2. Location, width, size, and type 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.
4. Revised in accordance with preliminary plat comments and staff review letter.
5. Additional information as requested by the City.

Final 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.
 4. Revised in accordance with preliminary plat comments and staff review letter.

Final Construction Plans and Specifications:

1. Title page to include a vicinity map, as well as an index, and certified by a professional engineer.
2. Traffic control and tabulation.
3. Construction details including a typical section.
4. Existing topography with miscellaneous removals.
5. Sanitary sewer and water main plan and profile sheets with plan scale not to exceed 1 inch equal to 50 feet and profile no greater than 1 inch equal to 5 feet in vertical.
6. Storm sewer construction plans with plan 1 inch equal to 50 feet and profile no greater than 1 inch equal to 5 feet in vertical.
7. Street and trail construction plans with plan scale 1 inch equal to 50 feet and profile no greater than 1 inch equal to 5 feet in vertical.
8. If applicable, lift station detail.
9. Specifications to include City Engineers Association of Minnesota Standard Specifications For Construction and special provisions outlining the types of materials that are to be required as well as completion date and a full set of contract documents.
10. Additional information as requested by the City.

Applying for a Minor Plat

Utilize this section if applying for a Minor Plat. A major plat consists of two (2) steps:

1. Sketch Plan
2. Final Plat

Applying for an Administrative Plat

Utilize this section if applying for an Administrative Plat. An administrative plat consists of one (1) step:

1. City Staff Review

Development Fees, Surety Requirements, and Other Financial Information

The City has made its best effort to provide a comprehensive list of applicable development fee and financial surety requirements related to subdivision requests. Each request may include additional requirements due to unique circumstances. Please contact City Staff for other potential impacts.

Development fees and financial sureties will be included in the required Development Agreement. A boilerplate development agreement is available on the City’s website found at www.cityoframsey.com.

Residential Development Fees for Major Plats

Application Fee	\$200
Escrow Requirement (minimum)	\$1,500 + City cost exceeding \$1,500
Financial Surety	125% of the estimated cost of any public improvements required (including, but not limited to sanitary sewer, water, curb and gutter, streets, storm-water sewer)
Inspection fee	5% of the estimated cost of any public improvement required
Park Dedication Fees	<p>Cash</p> <ul style="list-style-type: none"> \$2,475/unit (0-11.99 units/acre) \$2,289/unit (12-19.99 units/acre) \$2,104/unit (20+ units/acre) \$4,738/acre (assisted living) <p>Land</p> <ul style="list-style-type: none"> 10% (0-3.0 units/acre) 15% (3.1-5.0 units/acre) 15% + 0.5%/each 5 units/acre (5.1 units/acre) 5% (assisted living) <p>Planned Unit Development</p> <ul style="list-style-type: none"> 10% gross land + \$2,475/unit
Trail Development Fee	\$600/unit
Water Trunk Fee	\$2,308/unit
Sewer Trunk Fee	\$1,318/unit
Water Lateral	Actual cost or \$9,102/connection if available

Sewer Lateral	Actual cost or \$3,989/connection if available
Stormwater Management Fee	\$465/unit
Street/Traffic Sign	\$225/sign
Future Sealcoating	\$1.45/yd ²
Street Lights	Cobra \$1,300/light Traditionaire Subdivision \$1,700/light The COR \$2,600/light 3 Year O & M \$294/light
Fees Collected in Building Permit	Sewer Availability Charge (SAC)* \$2,230/SAC Unit** Water Availability Charge (WAC) \$1,701/SAC Unit** SAC Handling Fee \$200/residential equivalent
* Metropolitan Council Charge **Unit determined by the Metropolitan Council	
On-going Utility Fees	Sewer Utility \$66.79 + 2.89/gallon in excess of 20,000 gallons Water Utility \$34.05 minimum (\$2.27/1,000 gallons for 0-15,000 gallons) (\$2.36/1,000 gallons for 15,001-25,000 gallons) (\$2.44/1,000 gallons for 25,001-40,000 gallons) (\$2.58/1,000 gallons for 40,001-60,000 gallons) (\$2.78/1,000 gallons for 60,001-99,000 gallons) (\$3.08/1,000 gallons for 99,001-201,000 gallons) (\$3.68/1,000 gallons for 201,001+ gallons) Stormwater Utility \$9.27/quarter Recycling

	<p>\$8.85/quarter</p> <p>Street Lights</p> <p>\$9.01/quarter (urban subdivision after 7/92)</p> <p>\$14.85/quarter (rural subdivision)</p> <p>Priority Street Lights</p> <p>\$1.37/quarter (all residential lots)</p>
--	---

Commercial/Industrial Development Fees

Letter of Credit Information

For developers choosing to utilize a Letter of Credit to satisfy financial surety obligations, Letters of Credit must meet the following obligations:

1. The attached sample form is preferred by the City. Variations from this sample may cause a delay in the acceptance of the LOC by the City. Delay in acceptance may cause a delay in the approval process for your project.
2. The LOC must be drawn on a bank. The LOC must be from a state or federally chartered bank or savings and loan association, insured by the Federal Deposit Insurance Corporation, that has an office in the state of Minnesota or a subsidiary of such bank or savings association with an office in the state of Minnesota. LOC's for less than \$25,000 must also include a provision allowing for drawing on the LOC without presenting or sending the original LOC. If a LOC is drawn on, it will be returned to the originating bank after funds are received.
3. The bank must submit a copy of their latest call report along with the LOC.
4. The bank the LOC is drawn on should have assets of at least \$25 million.
5. The LOC must be for a minimum term of one (1) year.
6. The LOC must contain a provision allowing for drawing on the LOC if it is not renewed, or replaced, by sixty (60) days prior to its maturity.
7. The LOC and any financial information must be received by the City not less than seven (7) days prior to the City Council taking action on the request.
8. The City reserves the right to request additional financial information it deems appropriate from the bank providing the LOC. The City reserves the right to not accept a particular LOC.
9. Questions concerning the requirements outlined or the format required should be directed to Diana J. Lund, Finance Director, City of Ramsey, 7550 Sunwood Drive N.W., Ramsey, MN 55303, telephone (763) 433-9847.

Sample Letter of Credit

Bank Letterhead

Date

Irrevocable Letter of Credit No. _____

To: City of Ramsey
7550 Sunwood Drive N.W.
Ramsey, MN 55303

Gentlemen:

We hereby establish in favor of the City of Ramsey this Irrevocable Letter of Credit Number _____ for the account of (name and address of developer) for (name of development/project) in an aggregate amount of (amount of the letter of credit).

This LETTER OF CREDIT shall be deemed automatically renewed without modification for one (1) year from (one year after date of letter of credit) or any extended expiration date unless sixty (60) days or more prior to such date we shall notify you by registered or certified mail that we elect not to extend this LETTER OF CREDIT for any such additional period.

Partial drawings permitted.

Each draft drawn under this Letter of credit must:

Be signed on behalf of the City;

Bear on its face the clause "drawn under (name of the bank) Letter of Credit Number _____ dated _____"; and

Be accompanied by a certification signed on behalf of the City of Ramsey that either (i) (name of developer) has failed to comply with the terms of the grading permit, or (ii) (name of developer) has failed to comply with the terms of the developers agreement, or (iii) this Letter of Credit will expire within sixty (60) days and this Letter of Credit has not been renewed or replaced as required.

The original of this Letter of Credit is NOT required to be presented to draw upon this Letter of Credit.

We hereby engage with drawers and/or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honored upon presentation.

Except as otherwise stated herein, this Letter of Credit shall be governed by the most recent version of the Uniform Customs and Practice for Documentary Credits (1983 Revision*), International Chamber of Commerce Publication No. 400.

Bank Name

By: _____
Name and title of appropriate bank officer

*Must be most recent version

Development Agreement

You are required to enter into a Development Agreement with the City for all Major and Minor Plats. A boilerplate agreement is available at www.cityoframsey.com. You are responsible for downloading a copy of this boilerplate agreement prior to review by the Planning Commission and City Council as to legal form. A final version of the Development Agreement will be made available prior to review by the City Council. ***It is highly recommended that you review the boilerplate agreement with a licensed real estate attorney.***

Noise Study Requirements

Insert text here.

WMO Information

Insert text here.

MPCA NPDES Permit

Insert text here.

Traffic Study

Insert text here.

429 Assessment Projects

City constructed assessed projects. [Link to Minnesota Statute and City Charter.](#)

Application for Plat (Major, Minor, and Administrative)

[Insert new consolidated land use application page here]

Steps for Submitting an Application for Site Plan Review

Site Plan Review is required in the City of Ramsey for the following projects:

- 1) Multiple family dwellings (three [3] or more units)
- 2) Mobile home parks
- 3) Commercial developments
- 4) Industrial developments
- 5) Developments proposed within the Flood Plan, Scenic Rivers, Environmental Protection, and Critical Area Overlay Districts
- 6) Prior to issuance of conditional use permit in any commercial or industrial zone

Applying for Site Plan Review

Utilize this section if applying for Site Plan Review.

Procedures to apply for a site plan:

1. Fill out the enclosed applicable application (sketch plan, preliminary plat, or final plat) and pay the applicable application and escrow fee. Applications ***cannot*** be processed until the application and escrow fees have been paid. The escrow fee and application fee is collected at time of sketch plan submittal. Additional deposits may be required during preliminary plat and final plat submittal if the project escrow account shows a negative balance.
2. The sketch plan is submitted to the Planning Commission for their review. The applicant has the option to bring forward the proposed sketch plan to the City Council. The Planning Commission and City Council will review the Preliminary Plat and the City Council will review the Final Plat. The Planning Commission meets the first Thursday of every month. The sketch plan and preliminary plat application must be submitted to staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule). The City Council meets the 2nd and 4th Tuesday of every month. Final plat application must be submitted to staff thirty (30) days prior to the City Council meeting date desired.
3. 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.
4. A minimum of two full scale and one 11x17 reduction of each sheet must be submitted to Staff for the sketch plan, preliminary plat and final plat. Additionally, a portable document format (PDF) copy of each sheet must be submitted as well. The following additional copies will be required during preliminary plat submittal if the project area contains any wetlands or abuts a County or State road.
 - a. County Road (1 full size, 1 11 x 17)
 - b. State Highway (1 11 x 17 PDF –or- 7 full size)
 - c. DNR (1 full size, 1 11 x 17)
5. No grading shall proceed until the final plat has been received and approved by the City Council and the Developer has obtained all permits required by other regulatory agencies.

Site Plan Requirements:

The Site Plan will be reviewed by the Planning Commission and City Council. The Application for Site Plan Review must be submitted no less than 30 days prior to the next available Planning Commission Meeting.

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

Landscaping Plan/Tree Preservation Plan:

Development Review Manual (September 2011)

Site Plan Review

Page 30 of 45

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

4. 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.
5. 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.
6. Additional information as requested by the City.

Utility Plan:

6. Location, width, size, and type 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.
7. Location and size of utility laterals and irrigation taps.
8. 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 areas, 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 coloring rendering of the proposed building(s) must be provided at the Planning Commission and City Council meeting.
2. Additional information as requested by the City.

Development Fees, Surety Requirements, and Other Financial Information

The City has made its best effort to provide a comprehensive list of applicable development fee and financial surety requirements related to subdivision requests. Each request may include additional requirements due to unique circumstances. Please contact City Staff for other potential impacts.

Development fees and financial sureties will be included in the required Development Agreement. A boilerplate development agreement is available on the City’s website found at www.cityoframsey.com.

Residential Development Fees for Site Plan Review

Application Fee	\$200
Escrow Requirement (minimum)	\$800 + City cost exceeding \$800
Financial Surety	125% of the estimated cost of any required private improvements required (including, but not limited to sanitary sewer, water, curb and gutter, streets, storm-water sewer)
Inspection fee	5% of the estimated cost of any public improvement required
Park Dedication Fees <i>(if not already paid as part of plat)</i>	<p>Cash</p> <ul style="list-style-type: none"> \$2,475/unit (0-11.99 units/acre) \$2,289/unit (12-19.99 units/acre) \$2,104/unit (20+ units/acre) \$4,738/acre (assisted living) <p>Land</p> <ul style="list-style-type: none"> 10% (0-3.0 units/acre) 15% (3.1-5.0 units/acre) 15% + 0.5%/each 5 units/acre (5.1 units/acre) 5% (assisted living) <p>Planned Unit Development</p> <ul style="list-style-type: none"> 10% gross land + \$2,475/unit
Trail Development Fee <i>(if not already paid as part of plat)</i>	\$600/unit
Water Trunk Fee <i>(if not already paid as part of plat)</i>	\$2,308/unit

Sewer Trunk Fee <i>(if not already paid as part of plat)</i>	\$1,318/unit
Water Lateral <i>(if not already paid as part of plat)</i>	Actual cost or \$9,102/connection if available
Sewer Lateral <i>(if not already paid as part of plat)</i>	Actual cost or \$3,989/connection if available
Stormwater Management Fee <i>(if not already paid as part of plat)</i>	\$465/unit
Street/Traffic Sign <i>(if not already paid as part of plat)</i>	\$225/sign
Future Sealcoating <i>(if not already paid as part of plat)</i>	\$1.45/yd ²
Street Lights <i>(if not already paid as part of plat)</i>	Cobra \$1,300/light Traditionaire Subdivision \$1,700/light The COR \$2,600/light 3 Year O & M \$294/light
Fees Collected in Building Permit	Sewer Availability Charge (SAC)* \$2,230/SAC Unit** Water Availability Charge (WAC) \$1,701/SAC Unit** SAC Handling Fee \$200/residential equivalent
* Metropolitan Council Charge **Unit determined by the Metropolitan Council	
On-going Utility Fees	Sewer Utility \$66.79 + 2.89/gallon in excess of 20,000 gallons Water Utility \$34.05 minimum <i>(\$2.27/1,000 gallons for 0-15,000 gallons)</i>

	<p><i>(\$2.36/1,000 gallons for 15,001-25,000 gallons)</i> <i>(\$2.44/1,000 gallons for 25,001-40,000 gallons)</i> <i>(\$2.58/1,000 gallons for 40,001-60,000 gallons)</i> <i>(\$2.78/1,000 gallons for 60,001-99,000 gallons)</i> <i>(\$3.08/1,000 gallons for 99,001-201,000 gallons)</i> <i>(\$3.68/1,000 gallons for 201,001+ gallons)</i></p> <p>Stormwater Utility \$9.27/quarter</p> <p>Recycling \$8.85/quarter</p> <p>Street Lights \$9.01/quarter (urban subdivision after 7/92) \$14.85/quarter (rural subdivision)</p> <p>Priority Street Lights \$1.37/quarter (all residential lots)</p>
--	--

Commercial/Industrial Development Fees

Letter of Credit Information

For developers choosing to utilize a Letter of Credit to satisfy financial surety obligations, Letters of Credit must meet the following obligations:

1. The attached sample form is preferred by the City. Variations from this sample may cause a delay in the acceptance of the LOC by the City. Delay in acceptance may cause a delay in the approval process for your project.
2. The LOC must be drawn on a bank. The LOC must be from a state or federally chartered bank or savings and loan association, insured by the Federal Deposit Insurance Corporation, that has an office in the state of Minnesota or a subsidiary of such bank or savings association with an office in the state of Minnesota. LOC's for less than \$25,000 must also include a provision allowing for drawing on the LOC without presenting or sending the original LOC. If a LOC is drawn on, it will be returned to the originating bank after funds are received.
3. The bank must submit a copy of their latest call report along with the LOC.
4. The bank the LOC is drawn on should have assets of at least \$25 million.
5. The LOC must be for a minimum term of one (1) year.
6. The LOC must contain a provision allowing for drawing on the LOC if it is not renewed, or replaced, by sixty (60) days prior to its maturity.
7. The LOC and any financial information must be received by the City not less than seven (7) days prior to the City Council taking action on the request.
8. The City reserves the right to request additional financial information it deems appropriate from the bank providing the LOC. The City reserves the right to not accept a particular LOC.
9. Questions concerning the requirements outlined or the format required should be directed to Diana J. Lund, Finance Director, City of Ramsey, 7550 Sunwood Drive N.W., Ramsey, MN 55303, telephone (763) 433-9847.

Sample Letter of Credit

Bank Letterhead

Date

Irrevocable Letter of Credit No. _____

To: City of Ramsey
7550 Sunwood Drive N.W.
Ramsey, MN 55303

Gentlemen:

We hereby establish in favor of the City of Ramsey this Irrevocable Letter of Credit Number _____ for the account of (name and address of developer) for (name of development/project) in an aggregate amount of (amount of the letter of credit).

This LETTER OF CREDIT shall be deemed automatically renewed without modification for one (1) year from (one year after date of letter of credit) or any extended expiration date unless sixty (60) days or more prior to such date we shall notify you by registered or certified mail that we elect not to extend this LETTER OF CREDIT for any such additional period.

Partial drawings permitted.

Each draft drawn under this Letter of credit must:

Be signed on behalf of the City;

Bear on its face the clause "drawn under (name of the bank) Letter of Credit Number _____ dated _____"; and

Be accompanied by a certification signed on behalf of the City of Ramsey that either (i) (name of developer) has failed to comply with the terms of the grading permit, or (ii) (name of developer) has failed to comply with the terms of the developers agreement, or (iii) this Letter of Credit will expire within sixty (60) days and this Letter of Credit has not been renewed or replaced as required.

Development Review Manual (September 2011)

Site Plan Review

Page 37 of 45

The original of this Letter of Credit is NOT required to be presented to draw upon this Letter of Credit.

We hereby engage with drawers and/or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honored upon presentation.

Except as otherwise stated herein, this Letter of Credit shall be governed by the most recent version of the Uniform Customs and Practice for Documentary Credits (1983 Revision*), International Chamber of Commerce Publication No. 400.

Bank Name

By: _____
Name and title of appropriate bank officer

*Must be most recent version

Development Permit

You are required to enter into a Development Permit with the City for all Site Plan reviews. A boilerplate permit is available at www.cityoframsey.com. You are responsible for downloading a copy of this boilerplate permit prior to review by the Planning Commission and City Council as to legal form. A final version of the Development Permit will be made available prior to review by the City Council. ***It is highly recommended that you review the boilerplate permit with a licensed real estate attorney.***

Noise Study Requirements

When noise levels may exceed MPCA standards, especially for residential developments, a noise study shall be required.

Application for Site Plan Review

[Insert new consolidated land use application page here]

Steps for Submitting an Application for Conditional Use Permit

Zoning Information

This is just a sample. Not actual zoning.

Consolidated Use List

	R-1	R-2	R-3	B-1	B-2	E-1	E-2	COR-1	COR-2	COR-3	COR-4	COR-5	H-1
Single Family Dwelling	P	N	N	N	N	N	N	N	N	N	P	N	N
Multiple Family Dwelling	C	P	N	N	N	N	N	N	N	N	P	N	N
Apartment	N	N	P	N	N	N	N	P	N	N	P	N	N
Retail	N	N	N	P	P	C	C	P	P	P	N	C	P
Manufacturing	N	N	N	N	N	P	P	N	N	N	N	N	N
Mixed Use	N	N	N	N	N	N	N	P	P	P	P	P	N
Official Map	N	N	N	N	N	N	N	N	N	N	N	N	P

P = Permitted Use

C = Conditional Use

N = Not Permitted

Zoning Map

