



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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September 27, 2019

Michael Ellis  
7001 166<sup>th</sup> Ave NW  
Ramsey, MN 55303

RE: Ellis Addition Punch List

The following items outlined below are steps that still need to be completed before you can record the Final Plat for Ellis Addition to officially create the new, buildable lots.

1. **Revised Plans.** Revised plans are required to address the comments provided on both the Sketch Plan and Final Plat. These were forwarded to your surveyor on September 24, 2019.
2. **Approval of Final Plat.** The Final Plat and Development Agreement are slated to be on the October 8, 2019 City Council agenda for formal approval. Approval by City Council is required before City representatives' signatures can be obtained.
3. **Mylars.** You are responsible for supplying us with two (2) mylars of the Plat, consistent with Anoka County requirements. Please sign and notarize your signature blocks. We will then obtain the signatures required of the City.
4. **Development Agreement.** A Development Agreement will need to be executed. Once approved by the City Council, you will need to sign and have notarized three (3) copies of the Development Agreement and return to our office for the necessary city signatures. Ultimately, the Development Agreement needs to be recorded with the Anoka County Recorder.
5. **Marketable Title.** You are responsible for providing the City with Marketable Title (either a Title Commitment or Owners and Encumbrances Report). I will route this through our City Attorney to verify. Please note that it must be dated within 30 days of recording of the Final Plat.
6. **Development Fees.** You are responsible for paying Development Fees in accordance with the Development Agreement. Please submit a check payable to the City of Ramsey in the amount of \$38,218.00.

Sincerely,

Chris Anderson  
City Planner