



Variance Guide

A guide for land use applications in the City of Ramsey

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Variance Basics

The purpose of a variance is to provide for deviations from the literal provisions of City Code in instances where strict enforcement would cause practical difficulty because of circumstances unique to the individual property under consideration. Variances shall only be granted when it is demonstrated that such actions will be in keeping with the spirit and intent of the Ramsey City Code and in conformance with the Comprehensive Plan.

Application Fee and Escrow

Application Fee (non-refundable):	\$200
Minimum Escrow:	\$400*

*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.

Variance 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.

Variance Process

1. Applications 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 Variance 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 either approve or deny the request.