



# Administrative Plat Application

## Applicant/Contact Information

<b>Applicant Name</b>				
<b>Applicant Address</b>	<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Home Phone Number (    )</b>	<b>Work Phone Number (    )</b>			
<b>Email Address</b>	<b>Fax Number (    )</b>			
<b>Name of Business (if applicable)</b>				
<b>Business Address (if applicable)</b>				
<b>Business Phone Number</b>		<b>Business Fax Number</b>		

## Information pertaining to the Subject Property(s)

<b>Address</b>
<b>PIN</b>
<b>Legal Description</b>
<i>(circle one)</i>
<b>Zoning</b> R-1 / R-2 / R-3 / B-1 / B-2 / E-1 / E-2 / TC    other _____

## Property Owner Contact Information

(if different from applicant's information)

<b>Name</b>				
<b>Address</b>	<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Phone Number</b>	<b>Home phone number</b> (    )	<b>Work phone number</b> (    )		

**Please provide a detailed description of your request  
and attach a copy of your property layout (if applicable)**


**A “Land Use Sign” will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.**

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

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<b>Applicant Signature</b>	<b>Date</b>	<b>Co-Applicant Signature</b>	<b>Date</b>
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I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

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<b>Property Owner Signature</b>	<b>Date</b>	<b>Co-Property Owner Signature</b>	<b>Date</b>
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**To be filled out by the City of Ramsey:**

**Application amount:** \_\_\_\_\_

**Escrow Amount:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Cash Receipt:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Escrow Number:** \_\_\_\_\_



# *Administrative Plat Application*

## **Definition:**

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

## **Procedures for an administrative subdivision:**

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. 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. Staff will review the administrative application.
  4. A minimum of one 11x17 and one full size copy is required.
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## **Submittal Plan Requirements:**

1. Full Legal description of the land involved in said plat.
2. Names and addresses of the owner and subdivider of the land, and the designer and surveyor of said plat.
3. Graphic scale of not more than one inch to 100 feet.
4. Date and north point.
5. 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.
6. Total acreage and square feet of project area.
7. 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.
8. Locations and widths of public right-of-way, public and private streets and pedestrian trails and sidewalks.
9. Other areas intended to be dedicated or reserved for public use, including the size of such areas.
10. Additional information as requested by Staff.