



**COMMERCIAL AND INDUSTRIAL DISTRICTS**

Type of sign:	Number of signs:	Height and dimensions of sign(s):
<input type="checkbox"/> Ground sign(s)	_____	_____
<input type="checkbox"/> Wall Sign(s)	_____	_____
<input type="checkbox"/> Projecting Sign(s)	_____	_____

**SECTION 3:**Will the sign(s) be illuminated?  YES  NO

Provide style details of the proposed sign(s):

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Location(s) of the sign(s):

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**SECTION 4:**

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SECTION 5:**

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to your application.

A determination of completeness of the application will be made within ten business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within ten business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the

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City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

The city hereby notifies the applicant that development review cannot be completed within 60 days due to public hearing requirements and agency review. Therefore, the city is notifying the applicant that the city requires an automatic 60-day extension for development review. Development review shall be completed within 120 days unless the applicant approves additional review extensions.

**I hereby agree to reimburse the city for all expenses beyond the filing fee cost incurred reviewing and processing the application, concept PUD, and materials submitted.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fee Owner

\_\_\_\_\_  
Date

Application received on \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No \_\_\_\_\_

**VICTORIA PLANNING COMMISSION:**

\_\_\_\_\_ RECCOMENDATION TO DENY

\_\_\_\_\_ RECCOMENDATION TO APPROVE

This application on: \_\_\_\_\_  
Date

**VICTORIA CITY COUNCIL:**

\_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED

This application on: \_\_\_\_\_  
Date

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The applicant should contact staff for a copy of the staff report, which will be available on the Friday prior to the meeting. If not contacted, a copy of the report will be mailed to the applicant's address.**

**SIGN PERMIT  
INSTRUCTIONS:**

**SIGN PERMIT FEES:**

\$50 Permanent Sign one-time Administration Fee

\$35 Temporary Sign one-time Administration Fee (per request)

**The applicant must supply the following information for a sign permit:**

1. Name, address and telephone number of person making the application.
2. Site address where the sign will be erected.
3. Two copies of the site plan drawn to scale, showing the location of lot lines, building structures, parking areas, existing and proposed signs, and any other physical features.
4. Plans, location, type of construction and specifications, including dimensions, height, style and illumination.
5. Written consent of the owner or lessor of any site on which the sign is to be erected.
6. Such other information as the city shall require showing full compliance with this and all other laws and ordinances of the city.

**Additional information applicant must supply for Development Signs:**

1. Seven (7) colored copies of the site plan, including one (1) reproducible copy size 8 ½" x 11" drawn to scale and identifying the scale used, along with one (1) showing the location of lot lines, building structures, parking areas, existing and proposed signs, and any other physical features.
2. Seven (7) colored copies of the sign plans, including one (1) reproducible copy size 8 ½" x 11" including location, type of construction, and specifications, including dimensions, height, style, and illumination, and the proposed wording on the sign.
3. Written consent of the owner or lessor of any site on which the sign is to be erected.
4. Such other information as the City shall require showing full compliance with this and all other laws and ordinances of the City.

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**The following signs are allowed with a permit in Residential and Agricultural Districts:**

1. *Public and institutional signs.* One ground low profile or wall sign, not exceeding 24 square feet per side of sign display area, shall be permitted on the premises of any public or institutional property, including churches, schools, hospitals, sanitariums, group homes, clubs, libraries or similar uses, giving the name of the facility and nature of the use and occupancy. Such signs shall be located at least ten feet from any property lines and shall not exceed six feet in height.
2. *Construction signs.* A non-illuminated construction sign confined to the site of the construction, alteration or repair shall be permitted. Such signs must be removed when the particular project is completed. No sign shall exceed 48 square feet in size. The bonus sign area does not apply to this category.
3. *Development signs.* For each major entrance into a residential development, one permanent development identification sign, not exceeding 24 square feet per side of sign display area, shall be permitted or two permanent development identification signs not exceeding a total of 24 square feet of sign display area counting all sides and both signs shall be permitted. For the purpose of this

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subsection, "major entrance" shall be defined as the intersection of any local street serving the identified development with any arterial or collector street so designated in the city's comprehensive plan. Such signs shall be located so as not to conflict with traffic visibility or street maintenance operations, and shall be securely anchored to the ground.

4. *Pennants and banners.* Permits for pennants and banners shall be authorized on a lot no more than four times in any calendar year for a time period not exceeding a total of 30 days in any calendar year. They shall be removed within 24 hours after expiration of the permit.
5. *Searchlights.* Permits for searchlights shall be authorized for a period of 24 hours.  
(Code 1975, § 410:05; Ord. No. 240, § 2(410:05), 5-1-97; Ord. No. 283, § 1, 10-14-99)

The following signs are allowed with a permit in Commercial and Industrial Districts:

- 1 *Signs allowed in residential and agricultural districts.* Signs as permitted and regulated in section 30-185.
- 2 *Number, type and sign area allowed.*
  - a. One sign may be erected by each business.
  - b. Interior lot: A maximum of two signs shall be allowed, provided at least one sign is a wall sign.
  - c. Corner lot: A maximum of three signs shall be allowed, provided at least two signs are wall signs located on different sides of the building.
  - d. Signs allowed in subsections (2)b and (2)c of this section may be erected from any of the following four categories:
    - 1) *Ground signs (low profile signs).* One sign not exceeding 32 square feet per side of sign display area shall be permitted per street frontage, with a maximum of two such signs per lot. Such signs shall be located at least ten feet from any property line and shall not exceed ten feet in height if fronting on State Highway 5 and eight feet on other streets. These signs may be illuminated.
    - 2) *Wall signs.* A commercial or industrial wall sign shall not be mounted upon the wall of any building which faces any adjoining residential district without an intervening public street. No wall sign shall project higher than the height of the building. These signs may be illuminated. The total of all wall sign area for each business shall not exceed the square footage established in the following table:

TABLE INSET:

Wall Area (square feet)	Maximum Percentage of the Wall Area Allowed
Less than 300	8 (but at least 24 square feet)
300--600	8 (24--48 square feet)
601--1,200	7 (42--84 square feet)
1,201--1,800	6 (72--108 square feet)
1,801--2,400	5 (90--120 square feet)

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2,401--3,200	4 (96--128 square feet)
3,201--4,500+	3 (96--135 square feet) (but not to exceed 150 square feet)

- 3) *Projecting signs.* Projecting signs shall be situated at a height so as to allow the area beneath the sign to be accessible to pedestrian and vehicular traffic. In the downtown area as shown on map 1 of the design standards, no sign shall project more than five feet, nor shall a projecting sign contain more than ten square feet of sign area.
- 3 *Multitenant office buildings.* One building identification sign shall be permitted for each per multitenant office building. The building identification sign may be up to 20 square feet per side in size. Each tenant shall be allowed an additional three square feet per side. All signs shall have the same color background and the same letter color, size and type, up to a maximum of 100 square feet per side. There shall be no increase in area for bonus allowances. These signs may be illuminated.
- 4 *Motor fuel price signs.* Motor fuel price signs are permitted on the premises of any service station, in addition to other allowed business identification signs. The number of motor fuel price signs shall be equal to the number of business signs, and shall be of common mounting type. The sign display area devoted to the price component shall not exceed 24 square feet per side. These signs may be illuminated.
- 5 *Multitenant retail buildings.* One sign may be erected by each retail tenant; however, in multitenant retail buildings, the signs must be of a common mounting type.

**Bonus Sign Allowances:**

To encourage design excellence, the maximum allowable sign sizes may be increased by the percentage as provided herein. A separate bonus may be granted for compliance with each of the criteria, and the area is cumulative, to a maximum of one hundred percent (100%) increase. The percentage increase is based on the original sign area maximum size. The bonus sign area applies to all zoning districts. All bonus sign area allowances are to be reviewed and recommended by the Planning Commission and approved by the City Council.

**Signs may be increased as follows:**

- \_\_\_\_\_A. Forty percent (40%) when the sign is constructed of materials and colors compatible with the architecture of the building.
- \_\_\_\_\_B. Twenty percent (20%) when a multi-tenant retail sign utilizes uniform coloring and lettering for all establishments listed in the directory.
- \_\_\_\_\_C. Forty percent (40%) when the sign is installed in a landscaped planter having at least three (3) times the area of the sign.
- \_\_\_\_\_D. Twenty percent (20%) when the sign is not illuminated.
- \_\_\_\_\_E. Twenty percent (20%) when all the lettering and background is uniform in style and color for signs in a shopping center or for any three (3) or more consecutive, separate establishments.

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