



City of Victoria  
1670 Stieger Lake Lane  
PO Box 36  
Victoria, MN 55386  
Phone - (952) 443-4210  
www.ci.victoria.mn.us

## Rezoning Requirements And Process

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### FILING REQUIREMENTS

Unless waived by the Community Development Department, you must provide all of the following items with the Rezoning application. An incomplete application will not be accepted.

Five large set (24"x36") and Six reduced copies (11"x17") of the following drawings:

- Site Plan, including:
  - Acreage and square footage of site
  - Parking areas, number of spaces, internal drives and access
  - Site lighting systems
  - Property lines and easements
  - All applicable setbacks
  - Delineation of all wetlands
- Landscape Plan, including:
  - Plant schedule with size, species and quantity
  - Location and size of any "significant" trees as defined tie the Zoning Ordinance
  - Irrigation plan
- Utility Plan, including:
  - Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all manholes, catchbasins, clean-outs, valves, etc.
  - Location of all fire hydrants, and in case of sprinkled buildings, the fire hook-up
- Grading/Drainage Plan, including:
  - Existing and proposed two-foot contours
  - Finished floor elevation
  - Graphic as well as written description of all erosion control methods and devices to be used during construction
- Building Elevations, with **all** exterior building materials **clearly** called out
  - Colored perspective
- Street Signage & Traffic Control Signage Plan
- A Complete Land Use Application and Application Fee
- A boundary survey, prepared by a registered survey, of the property and 100' beyond its boundaries showing existing property lines and dimensions, platting and easements, buildings, street and railroad rights-of-way, utilities, topography, waterways, and ownership or all parcels.
- A written statement describing the details of the request, including the intended use of the property and why the City should approve your request.
- Electronic copy of all exhibits

## **PROCEDURE**

1. The developer and consultants shall meet with Community Development staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development staff to determine the ordinances and procedures that apply to your application. Request application packet from Community Development staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date.

### **Late and/or incomplete submittals will not be placed on the Planning Commission agenda.**

4. The City Planner will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The City Planner will mail a notice to property owners within 350 feet of the property. A copy of the staff report will be mailed to the applicant on the Thursday before the Planning Commission Meeting.
5. *As the applicant, your presence is expected at the Planning Commission meeting.* The Planning Commission meets on the third Tuesday of each month. The Planning Commission holds a public hearing on the rezoning request. Following the public hearing, the Planning Commission discusses the request and votes to recommend to the City Council an approval or denial of the request.
6. The City Council considers the request at a following meeting and votes to approve or deny the proposal. The City Council meets on the second and fourth Mondays of each month.

## **NOTES**

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. At its discretion, the City may require an outside consultant review the proposed application and provide written comment. Such consultants may include: attorney, engineer, city planner, landscape architect or forester. If the City requires such review and comment, the applicant must provide cash escrow to the City to cover the cost of the review. City staff will notify applicants that such review is require prior to hiring the consultant(s).