



1670 Stieger Lake Lane  
PO Box 36  
Victoria, MN 55386  
P - 952-443-4210  
F - 952-443-2110  
www.ci.victoria.mn.us

# Zoning Permit Information Sheet

## Fences

Fences are any structure serving as an enclosure, barrier or boundary. The construction of fences can include chain-link, steel, aluminum, masonry, boards, rails and plant material.

- The finished side of the fence, not the structural supports, must face the abutting property or street
- If the fence is built away from the property line, the property on both sides of the fence must be maintained
- Chain-link fences must be constructed with a minimum gauge of 11
- A decorative fence is the only type of fence permitted in the front yard and side yards
  - Decorative fences cannot exceed three feet in height or have an opacity greater than 50%
- Fences 6 feet and under require a zoning permit, fences over 6 feet require a building permit
- Two copies of a certificate of survey, drawn to scale, indicating the proposed location of the fence are required

## Retaining Walls

- Retaining walls may not be located in an easement
- Retaining walls 4 feet and under require a zoning permit, those over 4 feet in height will require a building permit
- Two copies of a certificate of survey, drawn to scale, indicating the proposed location of the retaining wall are required

## Driveway Alteration

- The maximum width of a driveway in a residential district at the right of way and curb must not exceed 24 feet.
- Two copies of a certificate of survey, drawn to scale, indicating the location and width of the driveway are required

## Sheds and Accessory Structures

- Sheds and small accessory structures, 120 square feet or less, require a zoning permit. Accessory structures larger than 120 square feet require a building permit; structures 900 square feet or larger require a conditional use permit
- The zoning permit requires the submission of two copies of a certificate of survey, drawn to scale, showing:
  - The location and dimensions of the shed/accessory structure
  - The setback measurements
- Accessory structures and sheds may not be located
  - In the front or side yard
  - Within 10 feet of the principle structure
  - In an easement
- Sheds may not exceed 12 feet in height
- Setback requirements for sheds are:
  - Minimum 6 feet from the side lot line
  - Minimum 10 feet from the rear lot line
- Sheds may not be freestanding, they must be anchored
  - A floating slab is acceptable
  - See Sec 30-79 (5) of the City of Victoria Code of Ordinances for specific guidelines



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# Zoning Permit

Site Address	Zoning	Lot	Block	Subdivision
Property Owner	Phone #	Address (if different from above)		
	Email			
Contractor/Applicant	Phone #	Address		
	Email			
Are there any trails, paths, sidewalks, parks, ponds or public properties abutting your property? If yes, please explain.				
Current Driveway Material (if applicable) <input type="checkbox"/> Concrete <input type="checkbox"/> Bituminous/Asphalt <input type="checkbox"/> Gravel/Landscape Rock <input type="checkbox"/> Pavers				
If driveway is being relocated, please explain:				
<b>Existing</b> driveway width at property line: _____ <b>Proposed</b> driveway width at property line: _____				

<b>Proposed Project</b>					
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Kennel	<input type="checkbox"/> Privacy Fence	<input type="checkbox"/> Decorative Fence	<input type="checkbox"/> Driveway Alteration	<input type="checkbox"/> Shed
<input type="checkbox"/> Other project not listed:					

<b>Proposed Material</b>					
<b>Fence</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Iron	<input type="checkbox"/> Plastic	<input type="checkbox"/> Chain-link: gauge _____	<input type="checkbox"/> Other
<b>Driveway</b>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Bituminous/Asphalt	<input type="checkbox"/> Gravel/Landscape Rock	<input type="checkbox"/> Other
<b>Retaining Wall</b>	<input type="checkbox"/> Boulder	<input type="checkbox"/> Stone	<input type="checkbox"/> Pavers	<input type="checkbox"/> Other	

Dimensions or Square Feet				Setbacks - Provide the distance of the project to the applicable property line			
Height	Length	Width	Square Feet	Front	Rear	Left	Right

<b>Tree Removal: Complete the section below if tree removal is planned</b>		
Type of Plant to be Removed	Quantity	Proposed Removal Date
<input type="checkbox"/> Live Trees under 8" in diameter		
<input type="checkbox"/> Noxious Weeds		
<input type="checkbox"/> Dead Trees		
<input type="checkbox"/> Diseased Trees		
<input type="checkbox"/> Other		
<input type="checkbox"/> Live Trees 8" or greater in diameter: <b>Replacement Required</b> <i>Complete the Tree Removal and Replacement Reference for Homeowners Worksheet</i>	Quantity	Size
		Proposed Removal Date

<b>Replacement Plantings</b>			
Type and Species	Quantity	Size	Proposed Installation Date



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# Zoning Permit

- I understand there is a \$25 fee for a zoning permit
- I have included **2** surveys or site plans identifying existing and proposed improvements drawn to scale with required setbacks
  - If applicable, indicated the location, size and type of **all trees over 8 inches in diameter, all trees and noxious weeds to be removed**, and **proposed replacement trees** on the property
- I have completed the **Property Line Authorization form** (required if placing a fence or retaining wall on a property line)

*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 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.*

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

<b>Applicant/Contractor Signature</b>	<b>Property Owner Signature</b>	<b>Date</b>
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Zoning Review Comments:	Approved by:	Date
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