



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

Site Plan and Building Materials Review Application

<i>Date Submitted</i>		<i>Planning Case Number</i>	
Legal Description			
Applicant	Phone # Email	Address	
Property Owner	Phone #	Address	
Architect	Phone #	Address	
Legal Description			
Total Acreage		Present Zoning Designation	
Present Land Use			
Requested Land Use			
<i>Application must be signed by all owners of the subject property. I hereby agree to reimburse the city for all expenses incurred in reviewing and processing the site plan and building materials review and subsequent plans and materials submitted.</i>			
Signature of Applicant			Date
Property Owner Signature			Date
Property Owner Signature			Date
Your application must include the documentation listed on the following page.			

Staff Comments:		
Parks and Rec Committee Recommendation		
Date:	<input type="checkbox"/> Recommend Deny	<input type="checkbox"/> Recommend Approve
Comments:		
Planning Commission Recommendation		
Date:	<input type="checkbox"/> Recommend Deny	<input type="checkbox"/> Recommend Approve
Comments:		
City Council Decision		
Date:	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Comments:		



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A site plan with the following information

- Name of project
- Date proposed, north arrow, engineering scale and number of sheets
- Lot number, block number, and site address
- Vicinity map showing relationship of the proposed site to surrounding streets, rights-of-way, easements and natural features
- Identify any existing conditions being removed in half tone
- Tabulation box indicating:
 - Size of parcels in acres and square feet
 - Gross floor area of each building/floor
 - Square footage of site covered by impervious surface
 - Number of parking spaces required based on potential uses
 - Number of parking spaces provided including handicapped stalls
- Location of all existing buildings
- Dimensions of proposed buildings, accessory structures, and accessory buildings with distances to front, rear, and side property line(s)
- Location of stakes at the lot corners and offsets related to building setbacks
- Building setbacks
- Location and dimensions of any driveways, private sidewalks, patios or other hard surfaces
- The location and type of all recorded easements, both public and private
- Existing and proposed two foot contours across the property
- Survey elevations, drainage and house design must be consistent with approved grading plan
- Grading and drainage plans, including connections to City storm sewer
- Spot elevations at the following points:
 - Each lot corner (both existing and proposed)
 - Each building corner
 - Crown of street or top of curb, whichever is higher, at each lot line extended
 - Proposed lawn and driveway elevations at all sides of building and along swales
 - Emergency Overflow (EOF) elevations
- Direction of surface water drainage indicated by arrows and percent of fall including
 - Arrows depicting general drainage patterns
 - Percent of fall should be indicated for any defined swales, drainage ways, or water ways
 - Percent of fall away from foundation
 - Slope of driveway
- Grading to drain surface water away from foundation walls
 - Grade shall fall minimum six inches within the first 10 feet
 - Where lot lines, walls, slopes or other physical barriers prohibit this, drains or swales shall be constructed to ensure drainage away from structure
 - Impervious surfaces within 10 feet of the building foundation shall be sloped minimum 2% slope away from building
- Minimum Floor Elevations and any associated high water levels
- Location and specifications of any proposed fences, retaining walls (Engineering Certification required for walls > 4' in height), etc
- The location of any utilities within the property including invert elevation of drain tile stubs
- Utility plan identifying size and location of existing water and sanitary sewer lines
- If necessary, location and size of driveway culverts must be shown
- All existing and proposed points of egress/ingress showing widths at property lines



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- Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles and sidewalks
- Existing significant trees (>8 caliber inches) and any proposed trees, as identified on approved landscaping plan for the development, with planting schedule
- Location, access and screening detail of trash enclosures
- Stripping plan for all required and proposed parking stalls
- Location of all ground mounted mechanical units, including transformers
- Complete exterior elevations of all proposed buildings or additions in color with massing dimensions
- Floor plans
- Designation of materials and colors to be used on all exterior facades
- Representation of signage locations and sizes
- Samples of all principal and secondary colors to be used
- Photographs of surrounding buildings on the same block or street to address the issue of context
- Screening of any rooftop equipment, with location of equipment shown on elevations