



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

## Design Review Application

### FILING REQUIREMENTS

Applicants must provide all of the following items with the Design Standards Review application. An incomplete application will not be accepted.

Two large sets (24"x36"), 7 reduced copies (11"x17"), and an electronic version 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 in the Zoning Ordinance
    - Irrigation plan
  - Floor Plans
  - Snow Storage Location/Removal Plan
  - Utility Plan, including:
    - Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all manholes, catch basins, 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
  - Street Signage & Traffic Control Signage Plan
  - Colored perspective
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- A Complete Land Use Application and Application Fee
  - A boundary survey, prepared by a registered surveyor, 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 of all parcels.
  - One large scale (1"-50' preferred) drawings showing the site plan, landscape plan, and utility plan on one sheet.



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- A written statement describing the request and explaining the following design elements:

***Regionalism – Architecture should respect the climate, local materials and history of Victoria.***

- Are there significant or historic building types in the community that have influenced the design?

***Context – Architecture should respond to its immediate surroundings***

- What positive features/clues are you borrowing from neighboring buildings and why are these important?
- Which surrounding features can be ignored and why?
- How is the entry oriented to the sun?
- How does the building cast shadows throughout the day/year?

***Scale & Massing – buildings should relate to pedestrians and nearby buildings***

- How does the scale compare with the surrounding buildings - higher, longer, shorter?
- If the scale is substantially different from surrounding buildings, why and what design strategies are used to reduce the impact – color, massing, composition?
- How does the design work with pedestrians at the street level?

***Composition – the arrangement of surfaces and shapes***

- Does the building have a base, middle and top – do they work?
- If the building is symmetrical, does it appear too rigid or massive?
- If the building is abstract are the forms too random, are there perhaps too many materials?

***Hierarchy – the appropriate visual emphasis on specific building elements***

- What do you see first? What elements dominate? Is this appropriate?
- Where's the door?
- Is the signage too small or too dominate?
- If the roof is a dominant feature is it appropriate?
- How are large blank surfaces treated? Do they recede or dominate? If a large surface dominates, is it appropriate?

***Color – dark recedes and bright dominates***

- Why was this palette of colors chosen?
- Are bright colors used as accents or do they dominate?
- If it is an aggressive, multicolored building, why is that appropriate?
- How do the colors affect adjacent buildings?

***Simplicity – clear and confident design***

- What is the idea or concept behind this design?
- How does the architecture reinforce the concept?
- Does it scream or is it calm?
- Explain the reason for any random decoration and faux elements. Will the building suffer without these features?
- If the building has multiple forms and shapes, is there clarity in the complexity or is it visually chaotic?



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- A written statement describing any sustainable initiatives that are being incorporated into the projects, such as: designing the building to an Energy Usage/Square Foot based on the proposed use (using standards that are appropriate for Minnesota); integrating day lighting inside the building; reducing light pollution; including active solar, passive solar, wind, waste heat recovery, etc.; building envelope design, double skin design, shading devices, or cool roofs; geothermal systems, natural ventilation, or thermal storage; collection and use of grey water/rain water; and reduction of hard surfaces.

### 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 meeting with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission meeting. 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 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.
7. Upon receipt of a complete application, a date will be set for city council consideration. In evaluating the proposal, the city council must consider and adopt findings regarding compliance with the approval and with this ordinance. The city council may impose



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conditions on the final approval, which may include a development contract or development agreement. The city council must make a decision within the time period specified in state law.

### 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 required prior to hiring the consultant(s).