



City of Victoria
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Planned Unit Development Application and Process

The purpose of the Planned Unit Development District (PUD) is to provide comprehensive procedures and standards intended to allow more flexibility than would be possible under a conventional zoning district. The decision to approve a PUD is a public policy decision for the City Council to make in its legislative capacity.

The Zoning Ordinance outlines various items which must be submitted and considered as part of a PUD application. Unless waived by the Planning Department, you must provide all of the following items with the Site and Building Plan Review application by the submittal deadline. An incomplete application will not be accepted.

Documents to be submitted with your application on (5) 24" x 36" and (6) 11" x 17".

Submittal Checklist

	Preliminary Plan	Final Plan
Completed Application Form , signed by property fee owner(s)		
Application Fee		
Location Map , showing property in relation to City and primary elements		
Certified Survey , with legal description, of the property and 100' beyond its bounding showing existing property lines and dimensions, platting and easements, buildings, street and railroad rights-of-way, utilizes, topography, wetlands and waterways		
Schematic Drawings , showing traffic circulation and parking areas, preliminary building elevations, and buffering and screening. Drawings shall be drawn to scale		
Schematic Utility Plans , indication placement of water, sanitary and storm sewers		
Narrative , describing the intended use of the property, the market the PUD is intended to serve, and why the City should approve your request		
Summary Sheets , indicating proposed number of dwelling units, density, area devoted to common open space, public open space, streets, off-street parking areas, and floor area devoted for office and commercial uses.		
Site Plan , consistent with City Code		
Landscaping Plan , consistent with City Code		
Utilities Plans , showing size and placement of water, sanitary and storm sewer lines, fire hydrants, and drainage facilities		
Sign and Lighting plans , indicating size, location and foot-candles		
Architectural Plans , at one-eight inch equals one foot, showing floor plans and elevations of all buildings, with all exterior building materials and colors clearly called out		
Colored Site Plan, Building Elevations and Perspective Sketch		
Solid waste disposal procedures and provisions plan		
Traffic Flow Plan and Analysis		
Environmental impact analysis and soil erosion control plan acceptable to the watershed district, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.		

PROCEDURE

1. The developer and consultants shall meet with City staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Planning Department to determine the ordinances and procedures that apply to your project. Request application packet from City Planner.
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 and time.

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 20-30 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 you plan to rezone. A copy of the staff report will be mailed to the applicant the week 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 PUD 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).
3. If a rezoning is approved, the applicant must file the ordinance rezoning the property with Carver County.