



City of Victoria
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Subdivision Application And Process

A Subdivision is any division of land which does not qualify as a minor subdivision. There are five steps when applying for a subdivision: Pre-Application meeting, neighborhood meeting, Sketch Plan, Preliminary Plat and Final Plat.

Pre-Application Meeting

The applicant meets with City staff to find out what is required and what is optional, before proceeding with the formal application process and before investing in planning and engineering. At this time the developer is able to find out how the project is likely to be received.

Sketch Plan

The sketch plan and any accompanying information shall serve as a basis for discussion between the subdivider and the city and is intended to provide the subdivider with an advisory review.

Documents to be submitted with your application on (2) 24" x 36" and (7) 11" x 17".

Sketch Plan

- Site location map showing major streets, parks, community facilities and other significant
- Tract boundaries
- North point and scale
- Topography and physical features, including lakes, wetlands and wooded areas
- Proposed uses, including parks and open space
- Streets within and adjacent to the tract
- Proposed general street design
- Proposed lot size and orientation
- Preliminary propose for sewer and water
- Proposed zoning change, if applicable
- Location of trails and sidewalks

Preliminary Plat

The preliminary plat presents in considerable detail the concept presented at the pre-application meeting. It is the time when all decisions about the nature of the project are clearly discussed and decided. A preliminary plat is a map of the proposed development, drawn to scale and includes all roads, streets, recreation areas, utility lines, storm draining, sewer and water lines, and all adjacent parcels and their ownership status and uses.

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

1. Once a preliminary plat application is complete, 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.
2. *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 preliminary plat 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.
3. 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.
4. Upon receipt of a complete application, a date will be set for city council consideration. In evaluating the plat, the city council must consider and adopt findings regarding compliance with the preliminary plat approval and with this ordinance. The city council may impose conditions on the final plat 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.

Final Plat

The final plat is the final and accurate version of the preliminary plat, and includes all changes and revisions required by the City as part of the conditions for preliminary plat approval. The final plat includes the final map of blocks and lots, utility easements, the grading and drainage plans, the detailed utility layouts, street rights-of-way and designs, easements and open space. Usually, as long as the final plat conforms substantially to the preliminary plat, it is approved.

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