



City of Victoria
1670 Stieger Lake Lane
PO Box 36
Victoria, MN 55386
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www.ci.victoria.mn.us

Minor Subdivision/ Vacation Application

A Minor Subdivision is a combination or division of land that qualifies under Sec.107-185 of the City Code. A Vacation of an easement is based on the needs of the city and the circumstances of the request.

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. At this time the applicant is able to find out how the project is likely to be received.

Documents to be submitted with your application on (3) 11" x 17".

Survey

- 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 lot size and orientation

1. Once a minor subdivision is ready the City Planner will schedule the request for a City Council meeting. 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.
2. If a request for a minor subdivision or vacation receives approval by the City Council, the applicant shall record such with the Carver County Records Office within thirty (30) days of the City Council approval date. The applicant shall furnish the City written proof within ten (10) days of recording. No building permits for the property in question shall be granted until such written proof of recording is furnished to the City