



City of Victoria
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Subdivision/ Planned Unit Development Preliminary & Final Plat Checklist

The [Victoria Municipal and Zoning Codes](#) outline the procedures and various items that must be submitted and considered as part of all subdivision and PUD applications. Unless waived by the Planning Department, you must provide all of the following items to complete a Preliminary or Final Plat application.

Documents may be submitted electronically unless requested otherwise by staff. Documents may be combined as necessary as long as all required items are included in the submission.

Preliminary and Final Plat Submittal Checklist

- Completed "[Land Use Review Application](#)"** signed by property fee owner(s)
- Application Fee & Escrow**
- Location Map**, showing property in relation to City and primary elements
- Narrative**, describing the intended use of the property, the market the subdivision is intended to serve, and why the City should approve your request
- Preliminary Plat**, drawn to scale
- Certified Survey**, include:
 - legal description of the property
 - area 100' beyond property bounding showing existing property lines and dimensions
 - platting and easements
 - buildings
 - street and railroad rights-of-way
 - utilities
 - topography
 - wetlands and waterways
 - wetland delineations
 - steep slopes/bluffs
 - private wells
- Site Plan**, include:
 - lot line
 - lot dimensions
 - lot and block numbers
 - acreages (lots, outlots, wetlands, stormwater ponds)
 - building locations and setbacks
 - building heights
 - parking lots and driveways
 - decks/patios, fences and retaining walls
 - parks and private/common open space
 - *Identify existing conditions being removed in half tone.
- Summary Sheets/Tabulation Box**, include:
 - proposed number of dwelling units
 - size of parcels in acres and square feet

- area devoted to common open space, public open space, streets, off-street parking and rights-of-way
- gross floor area of building pads
- net & gross density
- impervious surface percentages
- Street, Utility and Grading Plans (for Preliminary Plat Application),** include:
 - location, size and placement of all water lines, sanitary sewer lines, storm sewer lines plus all subsequent manholes, catchbasins, cleanouts, valves, fire hydrants, etc.
 - location, size, placement and names (existing and proposed) of streets
 - existing and proposed two-foot contours, including significant spot elevations
 - drainage facilities, direction of surface water drainage and percent of fall
 - graphic and written description of erosion control methods/devices
 - minimum floor elevations and associated high water levels
 - placement of any proposed monument signs
 - proposed road profiles
- Final Construction Plans and Specifications (for Final Plat Application),** include:
 - Requirements outlined in the Engineering Design and Construction Standards Manual for Private Developments
- Landscaping Plan,** include:
 - plant schedule with size, species and quantity consistent with City Code
 - irrigation plan
 - any required berms/buffers and associated plantings
- Tree Survey, Analysis and Replacement Plan,** include:
 - inventory of significant trees (8" caliper or greater)
 - map indicating number and location of trees to be removed and preserved
 - calculation of required tree replacement per City Code
- Sign and Lighting plans,** indicating size, location and foot-candles
- Architectural Plans,** at one-eighth inch equals one foot, showing floor plans and elevations of all buildings, with all exterior building materials and colors
- Environmental Reports** as required by the watershed district, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority
- Wetland Delineation Report**
- Stormwater Management Report**
- Geotechnical Investigations**
- Overlay Plan,** including landscape plan and utility plan on one sheet (Scale of 1" to 50' preferred)
- Ghost Plats,** if proposing a stub street to an adjacent site, show a concept plan of that site. The concept plan should be complete enough to verify that the stub street will allow reasonable use to adjacent site.
- Traffic Flow Plan and Analysis (as required by staff)**