



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

## APPLICATION FOR PERMIT City Owned Property Vegetation Removal & Management Plan Application

Project Location/Parcel ID/ Address:

Property Owner:	Tel. No./ Email Address:	Address:
Applicant (if not the same):	Tel. No./ Email Address:	Address:
Association Contact:	Tel. No./ Email Address:	Address:
Contractor:	Tel. No./ Email Address:	Address:

Project Type(s):

Vegetation Removal     Tree Trimming     Planting     Mowing     Other

Project Description (Include a narrative and map or diagram of the project area):

Species to be Removed (including approx. number of each):

Type of Herbicide(s) proposed (if applicable):

Vegetation Marking Plan (Provide details for your plan to mark vegetation proposed for removal):

Species to be Seeded and/or Planted for Replacement:

Property Restrictions Present (conservation easement, drainage easement, shoreland zone, wetland buffer etc.):

Proposed Start Date:

Proposed End Date:

\* Before work commences, call 952-443-4210 to arrange appointments for inspections before, during and after work.



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### PERMIT REQUIREMENTS

- Evaluate City Codes [Article 20-II](#) (Garbage, Refuse and Recyclables) and [Article 105-III](#) (Tree Preservation and Replacement), prior to authorization of the proposed activities.
- Submit a Vegetation Management Plan (Plan) for review and approval with this Application. The Plan must include a property survey or diagram showing the location of vegetation to be removed, vegetation to be planted, and temporary storage areas. Photographs of the project area must be provided with the Plan.
- Conservation easements, city property or shoreland protection areas must be included on the diagram.
- Projects that go beyond one year in length must include a Plan prepared by a professional landscape firm that provides all required information.
- **Include** planting and/or seeding methods; schedule; types and sizes of replacement plants; seed mix proposed for disturbed areas; watering plan; types and methods of application for herbicide; marking plan for indicating unwanted plants to be removed; method of disposal for vegetation removed; and any other information required by the City to determine that all project needs are met.
- Contact the City after the marking is complete and before work begins to ensure all marking is accurate and meets the requirements of work in protected areas.
- **Schedule an onsite evaluation with City Staff prior to starting work.** A qualified arborist or native plant specialist may be required to identify, and mark vegetation proposed for removal prior to the final City inspection.
- Proposed activity may require submittal of escrow up to \$2,500 depending on the scope of work. If proposing to plant boulevard trees, a \$25.00 permit fee is required.
- The approved permit must be exhibited upon request.
- Protection all existing utility installations is required.
- Notify the City that the work is completed and ready for final inspection within 24 hours of completion of the work authorized in this permit.
- Keep public streets, trails or sidewalks free of mud, dirt, dust, yard waste, debris, etc.
- No power equipment use allowed on City property, including chain saws, string trimmers, lawn mowers, etc. without prior written approval from the City. A "Volunteer Waiver" will also be required.
- The information on this Application may be distributed to neighboring property owners by the City for comment prior to approval of the Application.
  - I have included **2 copies** of plans identifying:
    - Narrative describing proposed project
    - Location, size and type of all vegetation to be removed
    - Location, size and type of all trees over 8 inches in diameter within project area
    - Replacement tree location, size and type, or species to be planted or seeded

*(signature required on page 3)*



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*As owner(s) and/or applicant(s) at the above address we hereby request to alter the plant composition at the location listed above. As owner(s) and/or applicant(s) with a shoreland protection area, conservation easement, wetland and/or public water we understand the area abutting a natural area may be regulated by City Code and/or a conservation easement. Vegetation cutting, removal or addition is limited. Vegetation replacement may be required. It is expressly understood that this permit is conditioned on replacement or restoration of the work site to its original or better conditions. The Application must be approved by the City prior to commencing work.*

*I, We, the undersigned hereby accept the terms and conditions and regulations as set forth and agree to fully comply therewith to the City of Victoria, Minnesota. Furthermore, the applicant or his agents or contractor shall assume all liability for, and save the City, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing usage, constructing, reconstructing, maintaining and using of said obstruction under this application and/or permit.*

<i>Applicant Signature:</i>	<i>Contractor Signature:</i>	<i>Date:</i>
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**CITY REVIEW**

Planning & Zoning Comments:	Approved By:	Date:
Public Works Comments:	Approved By:	Date:
Parks & Rec. Comments:	Approved By:	Date: