



CONDITIONAL USE/ VARIANCE PERMIT APPLICATION

PLANNING DEPARTMENT

For use through December 31, 2007

CONDITIONAL USE PERMIT FEES:

\$500 one-time Administration Fee
\$1,000 Prepayment ESCROW for Standard Application
\$1,500 Prepayment ESCROW for Complex Application

VARIANCE FEE:

\$500 one-time Administration Fee

SECTION 1:

Please indicate which application you are applying for by placing an "X" next to the application type.

CONDITIONAL USE PERMIT VARIANCE

_____ PLANNING CASE NO _____ PLANNING COMMISSION DATE/TIME
_____ DATE FILED _____ CITY COUNCIL DATE/TIME
_____ OTHER PUBLIC HEARING DATE/TIME

SECTION 2:

APPLICANT: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SECTION 3:

LOCATION OF PROPERTY: _____

PROPERTY ADDRESS (If applicable):

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SUBDIVISION: _____

LEGAL DESCRIPTION:

EXISTING USE OF PROPERTY:

DATE REC'D: _____

PROPOSED USE OF PROPERTY:

DESCRIPTION OF CONDITIONAL USE OR VARIANCE REQUESTED:

WETLANDS PRESENT? YES NO

_____ TOTAL ACREAGE

_____ PRESENT ZONING DESIGNATION

_____ REQUESTED ZONING DESIGNATION

_____ PRESENT LAND USE

_____ REQUESTED LAND USE

WILL ZONING CHANGE BE REQUIRED? YES (If yes, complete and submit Re-zoning Application) NO

**HAS THE PRESENT APPLICANT PREVIOUSLY SOUGHT TO SUBDIVIDE, REZONE, OBTAIN A VARIANCE, OR A
CONDITIONAL USE PERMIT ON THE SUBJECT SITE OR PART OF IT? *YES NO**

*** IF YES:**

WHEN? ___/___/___

WHAT WAS REQUESTED?

WHAT WAS THE OUTCOME OF THE REQUEST?

CHANGES MADE IN PLAN SINCE CONCEPT WAS APPROVED:

SECTION 4:

PROPERTY OWNER: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE REC'D: _____

AGENT HAVING CONTROL OVER LAND: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SURVEYOR: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ENGINEER: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SECTION 5:

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to your application.

A determination of completeness of the application will be made within ten business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within ten business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

The city hereby notifies the applicant that development review cannot be completed within 60 days due to public hearing requirements and agency review. Therefore, the city is notifying the applicant that the city requires an automatic 60-day extension for development review. Development review shall be completed within 120 days unless the applicant approves additional review extensions.

I hereby agree to reimburse the city for all expenses beyond the filing fee cost incurred reviewing and processing the application, concept PUD, and materials submitted.

Signature of Applicant

Title

Date

Signature of Property Owner

Date

Signature of Fee Owner

Date

Application received on _____ Fee Paid _____ Receipt No _____

DATE REC'D: _____

VICTORIA PLANNING COMMISSION:

_____ RECCOMENDATION TO DENY

_____ RECCOMENDATION TO APPROVE

This application on: _____
Date

VICTORIA CITY COUNCIL:

_____ DENIED

_____ APPROVED

This application on: _____
Date

COMMENTS: _____

The applicant should contact staff for a copy of the staff report, which will be available on the Friday prior to the meeting. If not contacted, a copy of the report will be mailed to the applicant's address.

CONDITIONAL USE PERMIT and VARIANCE:

CONDITIONAL USE PERMIT FEES:

\$500 one-time Administration Fee
\$1,000 Prepayment ESCROW for Standard Application
\$1,500 Prepayment ESCROW for Complex Application

VARIANCE FEE:

\$500 one-time Administration Fee

**CONDITIONAL USE PERMIT and VARIANCE
INSTRUCTIONS:**

The applicant must file seven (7) copies and one (1) 8 ½ "x 11" or 8 ½ "x 17" reproducible copy of the plat plan. Application must also be accompanied by twelve (12) copies of the site plan/survey, which shall consist of maps and written statements and include the following:

1. Survey/Site plan drawn to scale showing dimensions.
2. Location and dimensions of all existing and proposed buildings and structure(s) on lot, height and square footage.
3. Existing and proposed use of the property on site and within 350 feet of subject site.
4. Dimensions of property, proposed structure(s), and setbacks (show dimensions to lot lines).
5. Curb cuts, driveways, parking spaces.
6. Off-street loading areas.
7. Landscaping plan, which meets all the requirements of Article XIX (see attachment).
8. Square feet of hard surface covering (roofs, roads, driveways, etc. Specify each.)
9. Drainage plan.
10. Type of business and proposed number of employees by shift.
11. Proposed floor plan, with use indicated.
12. Sanitary sewer and water plan with estimated use per day.
13. Soil type.
14. Adjacent street(s) within 350 feet.
15. Existing zoning of all parcels on and within 350 feet of the subject property.
16. North direction and scale.
17. Names and addresses of all owners of lands within 350 feet of the outer boundaries of the property as contained in the records of the county auditor.
18. For fill, provide existing and proposed grades, drainage, type of fill, and purpose of the fill.

See also ARTICLE XIX. LANDSCAPING Sec. 30-821 in the Zoning Code of Ordinances
Variance or Conditional Use Permit requested must meet four criteria listed below:

1. Granting a variance will not adversely affect the public health, welfare, and safety, and will not be detrimental or injurious to property or improvements in the neighborhood.
2. Strict enforcement or interpretation would result in a practical difficulty or unnecessary hardship inconsistent with the intent of the Zoning Ordinance, section 30-40.
3. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.
4. Granting of the Variance will not allow a use, which is otherwise not permitted in the Zoning District in question.

City of Victoria

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Application Revised 3/23/06