



City of Victoria  
7951 Rose Street  
P. O. Box 36  
Victoria, MN 55386  
(952) 443-2363

**PLANNING DEPARTMENT**  
**ZONING**  
**PERMIT APPLICATION**

**ZONING PERMIT FEE:**

**\$10 one-time Administration Fee**

Each application must include two 11"x17" surveys or site plans identifying both existing and proposed structures drawn to scale with the required setback information. You may call City Hall at 952-443-2363 to ask if a survey is available for the property. A handout of each of the ordinances is available upon request. You may also refer to the City Code online at: [http://www.ci.victoria.mn.us/city\\_code.htm](http://www.ci.victoria.mn.us/city_code.htm)  
Please attach additional paper if needed to explain your request.

**SECTION 1:**

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

- ACCESSORY STRUCTURE       RETAINING WALL (4 ft. height or less)  
 FENCE       DRIVEWAY ALTERATION

**SECTION 2:**

Please fill in the following information for the property in which the zoning permit is requested.

<b>SITE ADDRESS</b>	LOT	BLOCK	SUBDIVISION	CITY	STATE	ZIP
<b>PROPERTY OWNER</b>	PHONE #		ADDRESS (if different)	CITY	STATE	ZIP

**SECTION 3:**

Please clearly print or type the following information and sign on the signature lines that apply.

<b>APPLICANT</b>	PHONE #	ADDRESS	CITY	STATE	ZIP
<b>CONTRACTOR (Name)</b>	PHONE #	ADDRESS	CITY	STATE	ZIP

<b>CONTRACTOR (License #)</b>
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**ACCESSORY STRUCTURE** (120 square feet or less) *Section 30-79 City Code of Ordinance*

**One accessory structure is allowed per residential lot.**

SHED       OTHER: \_\_\_\_\_

Dimensions:

\_\_\_\_\_ Height

\_\_\_\_\_ Width

\_\_\_\_\_ Length

Proposed Setbacks:

\_\_\_\_\_ Front yard

\_\_\_\_\_ Right side yard

\_\_\_\_\_ Left side yard

\_\_\_\_\_ Rear yard

**FENCE** (6 feet height or less) *Section 30-78 City Code of Ordinance*

- **Are there any trails, paths, sidewalks, parks, ponds or public properties abutting your property?**

NO    YES, if yes ~ please explain below:

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- **Is the proposed location of the fence going to be located directly on the property line(s)?**

NO    YES, if yes ~ Then a Property Line Authorization Form must accompany this zoning permit (It is attached with this zoning permit).

\_\_\_\_\_ Height

Proposed Setbacks:

\_\_\_\_\_ Front yard

\_\_\_\_\_ Right side yard

\_\_\_\_\_ Left side yard

\_\_\_\_\_ Rear yard

Type of fence:

\_\_\_\_\_ Privacy

\_\_\_\_\_ Pool Enclosure (required)

\_\_\_\_\_ Kennel

\_\_\_\_\_ Decorative

\_\_\_\_\_ Other

Materials:

\_\_\_\_\_ Wood

\_\_\_\_\_ Chain-link

\_\_\_\_\_ Plastic

\_\_\_\_\_ Iron

\_\_\_\_\_ Other

**RETAINING WALL** (4 feet height or less) *Section 30-78 City Code of Ordinance*

Retaining walls proposed in drainage and utility easements are not allowed and reviewed only on a case by case basis if sufficient reason is identified to support the purpose and/or functionality of the proposed location.

- Is the retaining wall proposed to be located in any drainage and utility easement?

NO  YES, if yes ~ Please explain why the retaining wall is necessary in the proposed location. Please also note that a Private Use of Public Property Agreement must accompany this zoning permit (Contact the Planning Department to request the agreement).

- Is the retaining wall proposed to be located directly on the property line(s)?

NO  YES, if yes ~ Then a Property Line Authorization Form must accompany this zoning permit (It is attached with this zoning permit).

Dimensions:

\_\_\_\_\_ Height

\_\_\_\_\_ Length

Proposed Setbacks:

\_\_\_\_\_ Front yard

\_\_\_\_\_ Right side yard

\_\_\_\_\_ Left side yard

\_\_\_\_\_ Rear yard

Materials:

\_\_\_\_\_ Paver

\_\_\_\_\_ Boulder

\_\_\_\_\_ Stone

\_\_\_\_\_ Other

**DRIVEWAY ALTERATION** *Section 22-31 City Code of Ordinance*

The street in which the driveway currently accesses must not change. No additional or separate driveway entrances are permitted to the accessory structure.

- Is the driveway being relocated?

NO  YES, if yes ~ Please explain below and indicate both the current and proposed location of the driveway drawn to scale on the required surveys.

Material(s) of driveway to be altered:

FROM / existing material(s):

Concrete

Bituminous / Asphalt

Pavers

Gravel / Landscape Rock

Other: \_\_\_\_\_

TO / proposed materials on altered portion of driveway:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE REC'D: \_\_\_\_\_

**SECTION 4:**

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.

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

_____ Print / typewritten <b>PROPERTY OWNER</b>	_____ Signature	_____ Date
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_____ Print / typewritten <b>APPLICANT</b>	_____ Signature	_____ Date
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_____ Print / typewritten <b>CONTRACTOR</b>	_____ Signature	_____ Date
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_____ Print / typewritten <b>FEE OWNER</b>	_____ Signature	_____ Date
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Application received on \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No \_\_\_\_\_

