



1670 Stieger Lake Lane  
PO Box 36  
Victoria, MN 55386  
P - 952-443-4210  
F - 952-443-2110  
[www.ci.victoria.mn.us](http://www.ci.victoria.mn.us)

# Zoning Permit Information Sheet

**Save or scan application & supplemental materials and send to [bldgpermits@ci.victoria.mn.us](mailto:bldgpermits@ci.victoria.mn.us)**

## Fences

Fences are any structure serving as an enclosure or barrier for protection, privacy, screening or confinement, but not including hedges, shrubs, trees, or other natural growth.. The construction of fences can include the following material: chain-link, steel, aluminum, masonry, or wood.

- The finished side of the fence, not the structural supports, must face the abutting property or street
- If the fence is built away from the property line, the property on both sides of the fence must be maintained
- Chain-link fences must be constructed with a minimum gauge of 11
- A decorative fence is the only type of fence permitted in the front yard and front side yards
  - Decorative fences cannot exceed three feet in height or have an opacity greater than 50%
- Fences 7 feet and under require a zoning permit, fences over 7 feet require a building permit
- A copy of a certificate of survey, drawn to scale, indicating the proposed location of the fence is required

## Retaining Walls

- Retaining walls may not be located in an easement
- Retaining walls 4 feet and under require a zoning permit, those over 4 feet in height will require a building permit
- A copy of a certificate of survey, drawn to scale, indicating the proposed location of the retaining wall(s) is required

## Driveway Alteration

- The maximum width of a driveway in a residential district at the right of way property line and curb must not exceed 24 feet.
- A copy of a certificate of survey, drawn to scale, indicating the location and width of the driveway is required

## Sheds and Accessory Structures

- Sheds and small accessory structures, 200 square feet or less, require a zoning permit. Accessory structures larger than 200 square feet require a building permit; structures 900 square feet or larger require a conditional use permit
- The zoning permit requires the submission of a copy of a certificate of survey, drawn to scale, showing:
  - The location and dimensions of the shed/accessory structure
  - The setback measurements
- Accessory structures and sheds may not be located
  - In the front or side yard
  - Within 10 feet of the principle structure
  - In an easement
- Sheds may not exceed 14 feet in height. Building height is defined as the vertical distance between the ground elevation abutting a building and the midpoint elevation of the highest gable of a pitched or hipped roof.
- Setback requirements for sheds are:
  - Minimum 6 feet from the side lot line
  - Minimum 10 feet from the rear lot line
- Sheds may not be freestanding, they must be anchored
  - A floating slab is acceptable



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# Zoning Permit

Site Address		Zoning	Lot	Block	Subdivision
Property Owner		Phone #		Address (if different from above)	
		Email			
Contractor/Applicant		Phone #		Address	
		Email			
Are there any trails, paths, sidewalks, parks, ponds or public properties abutting your property? If yes, please explain.					
Current Driveway Material (if applicable) <input type="checkbox"/> Concrete <input type="checkbox"/> Bituminous/Asphalt <input type="checkbox"/> Gravel/Landscape Rock <input type="checkbox"/> Pavers					
If driveway is being relocated, please explain:					
<u>Existing</u> driveway width at property line:			<u>Proposed</u> driveway width at property line:		

<b>Proposed Project</b>			
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Fence	<input type="checkbox"/> Driveway Alteration	<input type="checkbox"/> Shed
<input type="checkbox"/> Other project not listed:			

<b>Proposed Material</b>					
<b>Fence</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Iron/Alum	<input type="checkbox"/> Plastic	<input type="checkbox"/> Chain-link: gauge	<input type="checkbox"/> Other
<b>Driveway</b>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Bituminous/Asphalt	<input type="checkbox"/> Gravel/Landscape Rock	<input type="checkbox"/> Other
<b>Retaining Wall</b>	<input type="checkbox"/> Boulder	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Other		

Dimensions or Square Feet				Setbacks - Provide the distance of the project to the applicable property line			
Height	Length	Width	Square Feet	Front	Rear	Left	Right

<b>Tree Removal: Complete the section below if tree removal is planned</b>		
Type of Plant to be Removed	Quantity	Proposed Removal Date
<input type="checkbox"/> Live Trees under 8" in diameter		
<input type="checkbox"/> Noxious Weeds		
<input type="checkbox"/> Dead Trees		
<input type="checkbox"/> Diseased Trees		
<input type="checkbox"/> Other		
<input type="checkbox"/> Live Trees 8" or greater in diameter: <b>Replacement Required</b> <i>Complete the Tree Removal and Replacement Reference for Homeowners Worksheet</i>	Quantity	Size
		Proposed Removal Date

<b>Replacement Plantings</b>			
Type and Species	Quantity	Size	Proposed Installation Date



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# Zoning Permit

- I understand there is a \$25 fee for a zoning permit
- I have included **1** survey or site plan identifying existing and proposed improvements drawn to scale with required setbacks
  - If applicable, indicated the location, size and type of **all trees over 8 inches in diameter, all trees and noxious weeds to be removed**, and **proposed replacement trees** on the property
- I have completed the **Property Line Authorization form** (required if placing a fence on a property line)

*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.*

<b>Applicant/Contractor Signature</b>	<b>Property Owner Signature</b>	<b>Date</b>
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Zoning Review Comments:	Approved by:	Date
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