

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 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

<input type="checkbox"/> Completed "Land Use Review Application" signed by property fee owner(s)
<input type="checkbox"/> Application Fee & Escrow
<input type="checkbox"/> Location Map , showing property in relation to City and primary elements
<input type="checkbox"/> Narrative , describing the intended use of the property, the market the subdivision is intended to serve, and why the City should approve your request
<input type="checkbox"/> Preliminary Plat , drawn to scale
<input type="checkbox"/> Certified Survey , include: <ul style="list-style-type: none"> o Legal description of the property o Area 100' beyond property bounding showing existing property lines and dimensions. o Platting and easements o Buildings o Street and railroad rights-of-way o Utilities o Topography o Wetlands and waterways o Wetland delineations o Steep slopes/bluffs o Private wells
<input type="checkbox"/> Site Plan , include: <ul style="list-style-type: none"> o Lot line o Lot dimensions o Lot and block numbers o Acreages (lot, out lots, wetlands, stormwater ponds) o Building locations and setbacks o Building heights o Parking lots and driveways o Decks/patios, fences and retaining walls. o Parks and private/common open space o *Identify existing conditions being removed in half tone

PRELIMINARY AND FINAL PLAT SUBMITTAL CHECKLIST

<input type="checkbox"/> Summary Sheets/Tabulation Box , include Proposed number of dwelling units. <ul style="list-style-type: none"> o Size of parcels in acres and square feet o Area devoted to common open space, public open space, streets, off-street parking, and rights-of-way. o Gross floor area of building pads o Net & gross density o Impervious surface percentages
<input type="checkbox"/> Street, Utility and Grading Plans (for Preliminary Plat Application) , include: <ul style="list-style-type: none"> o Location, size and placement of all water lines, sanitary sewer lines, storm sewer lines plus all subsequent manholes, catch basins, cleanouts, valves, fire hydrants, etc. o Location, size, placement, and names (existing and proposed) of streets. o Existing and proposed two-foot contours, including significant spot elevations. o Drainage facilities, direction of surface water drainage and percent of fall o Graphic and written description of erosion control methods/devices o Minimum floor elevations and associated high water levels. o Placement of any proposed monument signs o Proposed road profiles
<input type="checkbox"/> Final Construction Plans and Specifications (for Final Plat Application) , include: <ul style="list-style-type: none"> o Requirements outlines in the Engineering Design and Construction Standards Manual for Private Developments
<input type="checkbox"/> Landscaping Plan , include: <ul style="list-style-type: none"> o Plant schedule with size, species and quantity consistent with City Code o Irrigation plan o Any required berms/buffers and associated plantings
<input type="checkbox"/> Tree Survey, Analysis and Replacement Plan , include: <ul style="list-style-type: none"> o Inventory of significant trees (8" caliper or greater) o Map indicating number and location of trees to be removed and preserved o Calculation of required tree replacements per City Code
<input type="checkbox"/> Sign and Lighting plans , indicating size, location and foot-candels
<input type="checkbox"/> Architectural Plans , at one-eighth inch equals one foot, showing floor plans and elevations of all buildings, with exterior building materials and colors
<input type="checkbox"/> Environmental Reports as required by the watershed district, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority
<input type="checkbox"/> Wetland Delineation Report
<input type="checkbox"/> Stormwater Management Report
<input type="checkbox"/> Geotechnical Investigations
<input type="checkbox"/> Overlay Plan , including landscape plan and utility plan on one sheet (Scale of 1" to 50' preferred)
<input type="checkbox"/> Ghosts Plats , if proposing a stub 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.
<input type="checkbox"/> Traffic Flow Plan and Analysis (as required by staff)