



CITY OF ORONO

VACATION APPLICATION INSTRUCTIONS

An in-person or phone meeting with a Planner is required in order to submit for this application. Please contact a Planner to set up a meeting PRIOR to making an application. Call 952.249.4620 to schedule a meeting.

The **citi_{serve}** portal link can be found on the City's website: www.ci.orono.mn.us.

*Any web browser will work, however citizenseve works best with [Chrome](#).

1. **Log in or create a citizenseve account.**
2. **Project Type:** You will select "Land Use Application" and the Sub Type "Land Use Application".
3. **Project Description:** Note the request is for a "Vacation" and identify property to be vacated by legal description or address.
4. **Create a Land Use Permit.** You will need to enter the following:
 - a. **Property Address:** Enter address of the property to be vacated or the nearest address if the property to be vacated does not have an address (i.e. right-of-way, alley, etc). Note, you must fill in "Orono" under City. Click Find Address.
5. **Answer the questions and make the proper selections.** If a joint application for vacation add contact information for second applicant.
6. **Select the Check Box for Vacation Application.**
7. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
 - Certificate of Survey (meeting all requirements)
 - Proposed Survey and/or Proposed Legal Descriptions
 - Hardcover Calculations (if applicable)
 - Narrative
 - Adjacent Property Owners' Acknowledgement
 - Additional Information may be requested by staff
6. **Planning Staff.** Select the name of the Planner with whom you met.
7. **Applicant/Owner Acknowledgement.** You will be asked to check the box, and sign the application indicating your acknowledgment of a number of conditions, authorizing right of entry, and indicating your agreement to pay.
8. **Finalization Options:**
 - a. **Save for Later:** you are able to complete your application at another time, **or**
 - b. **Submit & Pay Fee(s):** you will receive an email from the system verifying successful application submittal.
 - Application Fee \$275**
 - Escrow Fee \$700**