



CITY OF ORONO

APPEAL OF AN ADMINISTRATIVE DECISION

INSTRUCTIONS

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

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

1. **Log in or create a citizenserve account.**
2. **Project Type:** You will select "Land Use Application" and the Sub Type "Land Use Application".
3. **Project Description:** Describe the reason or purpose for the appeal request in detail, including City Code Section you feel has been applied in error. Provide relevant background information if necessary.
4. **Create a Land Use Permit.** You will need to enter the following:
 - a. **Property Address:** Enter your property address, or the address where the appeal applies & click "Find Address". Note, you must fill in "Orono" under City.
 - b. **Application Submitted By:** Select from the drop down menu.
 - c. **Escrow:** Select who will receive the escrow deposit refund when the project is completed.
5. **Select the Check Box for Appeal Administrative Decision.**
6. **Reference Number.** Please include the file or permit number relating to your Appeal.
7. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
 - Narrative:** Identify the City Code Section you feel was applied in error.
 - Additional information** you would like to add to substantiate your request.
 - Additional Information** may be requested by staff
6. **Planning Staff:** Select the name of the Planner with whom you met, or whom is familiar with your request.
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 \$150**
 - Escrow Fee \$700**