



# CITY OF ORONO

## CONCEPT APPLICATION INSTRUCTIONS

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Concept applications are available for applicants proposing a Land Use Policy change, i.e. a change to the Comprehensive Plan, Zoning Ordinance, or Zoning Map. It may not be used by applicants proposing a conditional use permit or variance.

Please contact a Planner at 952.249.4620 to set up a meeting PRIOR to making an application.

**citizenserve** can be found by clicking **Permit & License Applications** on the **Orono Website: [www.ci.orono.mn.us](http://www.ci.orono.mn.us)**

\*Any web browser will work, however citizenserve works best with [Chrome](#). Items marked with a vertical red line are required.

1. **Log in or create a citizenserve account.**
  2. **Click Here under Land Use Applications.** Additional information can be found here, also.
  3. **Project Type:** You will select “Land Use Application” and the Sub Type “Land Use Application”.
  4. **Create a Land Use Permit.** You will need to enter the following:
    - a. **Project Description:** Describe the Purpose of the Project
    - b. **Property Address:** Enter property address (including City) & click “Find Address”.
    - c. **Application Submitted By:** Select from the drop down menu.
    - d. **Escrow:** Escrows are not required for concept plans, Select Property Owner.
  5. **Select the Check Box for Concept Plan.**
  6. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
    - Survey or Site Plan
    - Building Plans (if applicable)
    - Additional information you feel will help communicate your proposal
    - Narrative
    - Additional Information as may be requested by staff
  6. **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.
  7. **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**
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