



CITY OF ORONO

SITE PLAN 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.

citizenserve portal link: <https://www2.citizenserve.com/orono>

*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. **Create a Land Use Permit.** You will need to enter the following:
 - a. **Project Description:** Describe the Purpose of the Project (e.g. parking lot expansion, commercial building addition, etc)
 - b. **Property Address:** Enter property address (including City) & click “Find Address”.
 - c. **Application Submitted By:** Drop down menu.
 - d. **Escrow:** Select who will receive the escrow deposit refund when the project is completed.
 - e. **Add any additional contacts** who should receive communication regarding this project (owners, architects, builders etc.)
4. **Type of Application.** (check the Site Plan check box)
5. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
 - Y Survey (meeting all requirements)
 - Y Proposed Plans
 - Y Tree Preservation Plan
 - Y Utility Plans, including septic system site evaluation:
 - Y Building Plans, including floor plans, elevations, plumbing plan / fixture counts:
 - Y Sign Plan
 - Y Lighting Photometric Plan
 - Y Hardcover Worksheets
 - Y Stormwater Pollution Prevention Plan (SWPPP)
 - Y Minnehaha Creek Watershed District (MCWD) approval **OR** Documentation from MDWD stating no permit is required
 - Y Additional Information may be requested by staff
 - Y Narrative, describing the project
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**