



CITY OF ORONO

SUBDIVISION APPLICATION INSTRUCTIONS

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**

*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: Select who will receive the escrow deposit refund when the project is completed.
5. **Select the Check Box for the Subdivision Request. (descriptions of each type are provided.)**
 - Sketch Plan
 - Preliminary Plat– Class 1
 - Preliminary Plat– Class 2
 - Preliminary Plat– Class 3
 - Final Plat
6. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.

		Sketch	Class I	Class II	Class III	Final
1	Location map					
2	Half-section map					
3	Survey. Click here for Survey & Site Plan Requirements.					
4	Certificate of completion					
5	Preliminary Plat:					
	a Site dimensions					
	b Site conditions and adjacent developments					
	c Proposed use					
	d Location, setback & dimensions of all anticipated buildings and structures					
	e Location of all adjacent buildings within 100 feet of property boundary					
	f Wetland(s) delineation and wetland buffer(s)					
	g Topography (2' contours, 1' for lake shore properties)					
	h Bluff / Bluff impact zone					
	i All public streets, drives and walkways					
	j All proposed easements					
5a	Sketch only: Plan showing layout of lots, access, wetlands, etc.					

6	Conservation design (residential, five acres or at density of 1 unit/2 acres)					
7	Legal description (electronic)					
8	Building / elevation plans					
9	Landscaping					
10	Tree preservation plan (location, type and size of all trees 6" in diameter or larger)					
11	Grading and erosion control					
12	Soil survey and report					
13	Utilities:					
	a Utility plans or					
	b Onsite sewage plan and report (2 sites per lot)					
14	Project narrative					
15	Final Plat approval:					
	a Final Plat mylars					
	b Final Plat drawings (full and reduced)					
	c Title Opinion addressed to the City					
	d Developers agreement					
	e Final Plat Fees (Park, Utility Trunk, etc.)					
	f Filing Fees					
	g Easement / Covenant Documents					
	h Warranty or Quit Claim Deed					
	i Letter of Credit					
16	Hardcover Worksheets. Click here for the City's Hardcover Information Packet.					
17	PRD and Flexible applications may require additional applications (CUP, Variances, Zone Changes)					
18	Dockage proposals					
19	Minnehaha Creek Watershed District approval or documentation					
20	Surface Water Pollution Protection Plan (SWPPP)					
21	Additional information may be required by staff					

Not required for that Application

7. **Applicant/Owner Acknowledgement:** 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

1. **Sketch Plan \$275**
2. **Preliminary Plat Class I or Class II \$275**
3. **Preliminary Plat Class III \$500**
4. **Final Plat \$500**

Escrow Fee

1. **Preliminary Plat Class I or Class II \$1,000**
2. **Preliminary Plat Class III \$5,000**
3. **Final Plat \$2,500**