



# CITY OF ORONO

## VARIANCE APPLICATION INSTRUCTIONS

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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.

**citi~~serve~~serve 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. New Home, Addition, Patio, etc)
  - 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.
  - e. Add any additional contacts who should receive communication regarding this project (owners, architects, builders etc,)
4. **Type of Application.** Select the Check Box for Variance. Check all applicable boxes of requested variances
5. **Practical Difficulties.** There are questions with text boxes pertaining to your project that must be filled out to meet the standards of a variance. A [pdf worksheet](#) is available on the City Website if you wish to review the questions before filling in the text box
6. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
  - a. Survey (meeting all requirements)
  - b. Proposed Plans
  - c. Hardcover Calculations
  - d. Minnehaha Creek Watershed District (MCWD) approval **OR** Documentation from MDWD stating no permit is required
  - e. Narrative
  - f. Adjacent Property Owners’ Acknowledgement
  - g. Septic System Site Evaluation Report
  - h. Sanitary sewer and Water Plans
  - i. Additional Information may be requested by staff
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.
    - i. **Application Fee \$275**
    - ii. **Escrow Fee \$700**