



CITY OF ORONO

VARIANCE APPROVAL EXTENSION

APPLICATION INSTRUCTIONS

Note: The original variance file or permit number is required in order to submit for this application. Contact the Planning Department at 952.249.4620 if you do not have this number.

Additionally, this application only applies to an extensions where there are NO changes from the original variance approval.

citi^{serve} 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 for submittal.

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 (e.g. Extend Variance Approval, etc.)
 - b. **Reference Number:** A reference number is required; select “YES”.
 - c. **Confirm property owner information.**
 - d. **Application Submitted By:** Select from the drop down menu.
 - e. **Escrow:** Escrow is not required for this type of application, so choose Property Owner.
5. **Original Date of Approval. Enter the approval date of your original variance as shown on the resolution.** Contact 952.249.4620 if you do not have this date. .
6. **Narrative.** Upload a narrative, a brief summary of why you are requesting an extension.
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 \$50 (1st Extension; Staff issued); \$275 (2nd and subsequent; City Council issued)