



CITY OF ORONO

AMENDMENT APPLICATION INSTRUCTIONS

(COMPREHENSIVE PLAN; ORDINANCE TEXT; OR ZONING CHANGE)

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.

The **citi**≡**serve** portal link can be found on the City's website: www.ci.orono.mn.us.

*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
 - 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. **Select the Check Box for Amendment Application.** Check all applicable boxes of requested application.
 5. **Type of Amendment.** Select the check box relating to the type of amendment you are seeking:
 - a. Comprehensive Plan Amendment
Submittals: Area Map, Proposed Change, Written Narrative
 - b. Ordinance Text Amendment
Submittals: Proposed change, Written Narrative
 - c. Zoning Change Amendment
Submittals: Area Map, Proposed Change, Written Narrative
 6. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested above.
 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 (+ Consultant Fees as incurred)**
 - ii. **Escrow Fee \$700**
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