



CITY OF ORONO

SUBDIVISION EXCEPTION (BOUNDARY LINE ADJUSTMENT)

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. Boundary Line Adjustment, 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. **Select the Check Box for Subdivision Exception.**
 5. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
 - Certificate of Survey for All Affected Properties (meeting all requirements)
 - Current Legal Descriptions of All Affected Properties
 - Proposed Legal Descriptions of All Affected Properties
 - Signatures from the Owners of All Affected Properties
 - Court Order (if applicable)
 - Hardcover Calculations
 - Septic System Site Evaluation Report
 - Additional Information may be requested by staff
 6. **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.
 7. **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**
 - Escrow Fee \$N/A**
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