



CITY OF ORONO

Conditional Use Permit

APPLICATION INSTRUCTIONS

citienserve 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. Grading, institutional use, etc)
 - b. Reference Number: A reference number is needed; select “Yes”.
 - c. Property Address: Enter property address (including City) & click “Find Address”.
 - d. Application Submitted By: Drop down.
 - e. Escrow: Select who will receive the escrow deposit refund when the project is completed.
4. **Select the Check Box for Conditional Use Permit.** (Obtain a reference number from the Planner)
 - 4a. Select the box(es) below that best describes your project
5. **Submittals.** The following are the standard required submittals. Upload the appropriate documents as requested.
 - Survey (meeting all requirements)
 - Proposed Plans (floor, building, elevations)
 - Hardcover Worksheets
 - Septic System Site report, if applicable
 - Minnehaha Creek Watershed District (MCWD) approval **OR** Documentation from MDWD stating no permit is required
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Utility Plans, including septic system site evaluation:
 - Adjacent Property Owner’s Acknowledgement
 - Lighting Photometric Plan
 - Landscape
 - Narrative
 - 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 \$275**
 - Escrow Fee \$700**