FRIDLEY LAND USE APPLICATIONS

HOW TO APPLY ONLINE: Follow the links at <mark>fridleymn.gov/Land-Use</mark>

>Recommended browser: Google Chrome.
>These browsers are **NOT** recommended: Internet Explorer, Microsoft Edge

Welcome to our online application portal, provided by CitizenServe

If you do not already have an account, you will first need to register. Once registered, you can submit your application online, upload additional documents, and send messages to staff.

Register your account

- Select a Registration Type. "Developer" or "Property Owner" are good options.
- Provide your
    - Email
    - Name
    - Address
    - Company / Mailing Address
    - Primary phone number
    - User name
    - Password
- Items marked by a red vertical line are **required**.

Log in to your account.

- Once logged in, you can follow the links at fridleymn.gov/Land-Use to access the online applications.
- Or, within CitizenServe, navigate to: Services→Development Projects→Apply Online→[Project Type Drop-down: Select your application type]

Provide information relating to your land use application.
- Project Description
    - A concise and descriptive explanation of what project(s) you are planning and why. **This will be used to identify your project in public hearing notices, etc.**
- Address or Parcel ID
    - If inputting an address, you must include the street number *at least one character from the street name* in order to find an address.

- o A valid street address tied to an Anoka County parcel is required.
  - ▪ Mailing addresses do not always correspond to parcel addresses. If you are having trouble finding the correct parcel address, please review the resources at fridleymn.gov/171/Property-Info-Maps or contact staff for assistance.
- Read the Government Data Practices information.
- Follow the prompts on the screen, answering required questions and uploading documents as needed.
  - o Maximum file size is 25 MB.
  - o As possible, **please submit drawings as native PDF files (not scans).**
  - o Narrative/text files and other documents may be Word, PDF, or image files.
- Complete the Verification section & provide your electronic signature.
  - o Tapping the "Sign Here" button will open a signature window. On a computer, you can use your mouse to "write" your signature on the screen. On a tablet or touch screen, you can use your finger to sign.
- Once all the information for your application has been provided, please select "**Submit**". *If this option is not available, you may need to wait until an Application Date to apply.*
  - o Certain types of land use applications that will be reviewed by the Planning Commission and/or City Council can only be submitted on pre-determined Application Dates. You can review application deadlines on the Planning Commission Review Schedule online at fridleymn.gov/Land-Use.
    - ▪ Applications that are limited to Application Dates: Special Use Permit, Variance, Rezoning, Text Amendment, S-2 Redevelopment District, TOD Master Plan, Comprehensive Plan Amendment, Vacation of Street or Alley, Subdivision for Plat or Lot Split
    - ▪ Applications accepted any time: Reasonable Accommodation, Telecommunications Site, Temporary Outdoor Display, Non-Conforming Expansion Permit, Sign, Temporary Sign
  - o There is no way for staff to view or access information that you have "Save[d] For Later".
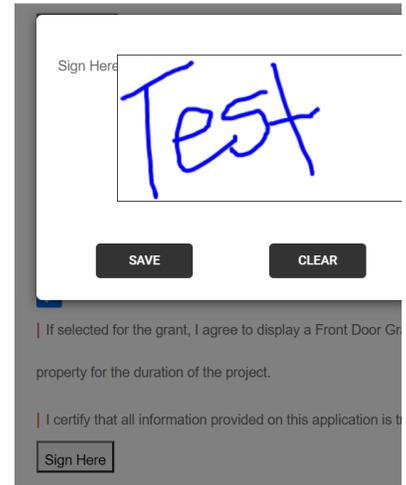
Receive confirmation of your request.

- A confirmation email should arrive within a few minutes of successfully submitting your application. Please check your spam/other folders if you do not receive this email.
- Our staff will also be notified that you have submitted an application.
  - o Staff will review your application and update your project status. You can log in to the portal to view updated review status and read comments, upload additional documents, and provide payment (if required).

Application handouts describing the review process and required submittal documents are available for download at fridleymn.gov/Land-Use

If you have questions about City of Fridley Land Use Applications: call (763) 572-3592 or email planningdivision@fridleymn.gov

REVIEWING + UPDATING YOUR APPLICATION

Log in to your account at https://citizenserve.com/fridley

- Once logged in, select the "My Account" tab
- Follow the "View My Requests" option
- Click the blue hyperlink to the application you want to update
  - If you have submitted multiple types of requests through CitizenServe, you may need to select a different option from the drop-down menu.

City of Fridley
Friendly, Responsive & Driven

Home   Services   Search   Reports   **My Account**   Contact

MY ACCOUNT
Home / My Account

- 🛒 My pending application
- 👀 **View my requests**
- ✏️ Update my information
- ➡️ Logout

Welcome to your online

You can review your submittals, pay fees or submi
below. If you have any questions please view the
information.

🔍 MY REQUESTS
Home / My Account / My Requests

View My Development Project ▾

Under Review   All

🔍

Application #	Address	Application Date	Status	Work Description
HRA22-000091	6000 EAST RIVER RD NE	06/02/2022	Online Application Received	Painting house
CPA22-000001	6000 EAST RIVER RD NE	01/31/2022	Online Application Received	Doing some stuff

- Use the tabs to check the review status for your projects
- Use the options upload documents, leave a message for the review team, or make a payment.
  - Not all application types require payment. The "Make a payment" option will not appear if payment is not required.

☁️ VIEW PERMIT
Home / Services / Development Project / View Permit

- 💳 Make a payment
- 📄 **Upload documents**
- 💬 Leave message

Permit #: CPA22-000001
Project #: 22-000100
Status: Online Application Received
Balance Due: $1,500.00
Address: 6000 EAST RIVER RD NE 📍
Description: Doing some stuff

Permit   **Reviews**   Documents   Inspections

Task	Department	Start	Completion	Status
Plan Review	Community Development	05/17/22	05/17/2022	Approved with Conditions VIEW COMMENTS →