

How to Follow your Development Application in Citizen Access

<https://aca.rochestermn.gov/CitizenAccess/>

Your Application # _____

This is a brief introduction for the use of Citizen Access. These instructions will be updated as the functionality changes to the Web site.

City of Rochester Minnesota
First Class City, First Class Service

Home Q Search

Announcements Register for an Account Login

Search...

Citizen Access
City of Rochester / Olmsted County

Home Building Permits Rental Housing Planning/Development Review

Advanced Search ▾

Welcome to the Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:
Unregistered (or anonymous) user
- Search and view records
Registered user
- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is easy and free. [Click here](#) to register and create a user account or click on the "Register for an Account" link above.

Need Help?
[FAQ's](#)
[Click Here for How To Videos for Citizen Access](#)

Please click the link for help with the [Citizen Access Website Webmaster](#) or call [Building Safety at 507-328-2600](#).

What would you like to do today?
To get started, select one of the services listed below:

Building Permits Search Applications/Permits	Rental Housing Search Applications/Licenses
Planning/Development Review Search Applications	General Information Lookup Property Information

Login
User Name or E-mail:
Password:
[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Supported Browsers:
Internet Explorer 11
Mozilla Firefox 37
Google Chrome 42
Safari 8
Opera 29

Click on "Search Applications/Permits" under Planning/Development Review

and have the following email clients please make sure we are not in your SPAM or JUNK folder. Please follow the instructions below for your client.
[GMAIL](#)
[MSN and Hotmail \(Live\)](#)

A general search should pop up (see next page for illustration).

When searching in the general search screen the calendar will automatically set a range of 01/01/1994 through today's date. You can also use the drop down menu to switch to a more specific search type which will not include the calendar limitation. If you are searching by address, it is best to select the "Search By Address" screen rather than use the address search on the general screen.

Home Q Search

Announcements Register for an Account Login

Search...

Citizen Access
City of Rochester / Olmsted County

Home Building Permits Rental Housing **Planning/Development Review**

Search Applications

Search for Planning Development Applications

Use the dropdown menu to select your search criteria. You can search by:

- Address
- License Professional
- Record Information
- Contact Information

When searching for an address, minimal entries will result in better searches.
For searching examples [click here](#)

General Search

Planning Application No: Planning Application Type:

Start Date: End Date:

House No: - Street Name: Street Type: Direction:

Parcel No:

► [Search Additional Criteria](#)

Search **Clear**

If you have it, enter the application number here, then click on Search at bottom of screen

If you do not have the application number, you can search by address. As the saying goes, “Less is More”. For example, when searching an address within our database, enter only the building number and your search will return more results than if you enter the complete address. (To narrow the search, add street name.)

Search Applications

Search for Planning Development Applications

Use the dropdown menu to select your search criteria. You can search by:

- Address
- License Professional
- Record Information
- Contact Information

When searching for an address, minimal entries will result in better searches.

For searching examples [click here](#)

General Search

General Search

Planning Application No: Planning Application Type:

Start Date: End Date:

House No: Street Name: Street Type: Direction:

Parcel No:

If searching by address, entering only “1503” for house number and leaving the street name blank returns all street types that are in the covered jurisdictions.

Search Additional Criteria

Search

Clear

You can narrow down your search by entering in additional information such as street name, street type, direction, or any combination of these options. See example below of how to search 1503 10th St SE.

General Search

Planning Application No:
 Planning Application Type:

Start Date:
 End Date:

House No: - To
 Street Name:
 Street Type:
 Direction:

Parcel No:

Street name – for numbered streets enter in the digits only

Direction – If the address has any directionality included, you may enter it in this field, such as “SE 10th St”

Street type – i.e. Street, Avenue, Court, etc.

▶ [Search Additional Criteria](#)

Click the Search button or hit “enter”

Review the search results and select the correct application.

10 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 10 | [Download results](#)

<input type="checkbox"/>	Date	Planning Number	Planning Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/18/2017	R2017-015CUP	Rochester Type I Temporary Use Permit				In Referral Process
<input type="checkbox"/>	05/11/2016	R2016-017SDP	Rochester Site Development Plan				Approved
<input type="checkbox"/>	04/18/2016	R2016-014CUP	Rochester Type I Temporary Use Permit	temporary outdoor patio April 28 - October 1 Zoning District Amendment #R2015-006ZC, General Development Plan #R00326GDP, and Preliminary Plat #R2015-026PLAT to be known as Passe and Fanning Second by Widseth Smith Nolting. The applicant has proposed to amend the Zoning District from R-3 Medium Density Residential			Approved w/condition

Search results – click on application to see more details

From the Permit Details page (the default page when you open a permit), you can navigate to find more detailed information.

Home Building Permits Rental Housing **Planning/Development Review**

Search Applications

**Planning R2016-017SDP:
Rochester Site Development Plan
Record Status: Approved**

Record Info **Payments** Custom Component

Planning Details
Processing Status
Related Plannings
Attachments

Planning Details

Applicant:
Debby Adams
PEACE UNITED CHURCH OF CHRIST
1503 2 AVE NE
Rochester, MN, 55906

Licensed Professional:
Venessa Hines
WIDSETH SMITH NOLTING
3777 40th Ave NW Suite 200
Rochester, MN, 55901
PLANNING CONSULT PC0012

Owner:
PEACE UNITED CHURCH OF CHRIST
1503 2 AVE NE
Rochester MN 55906

More Details

Click on the Record Info menu for more information such as Planning Details, Processing Status, Related Plannings, and Attachments

Click on the More Details link for Application Information and Parcel Information

You can check the status of an application in real time by selecting Record Info → Processing Status

**Planning R2016-017SDP:
Rochester Site Development Plan
Record Status: Approved**

Record Info **Payments** Custom Component

Planning Details
Processing Status
Related Plannings
Attachments

















**Planning R2016-017SDP:
Rochester Site Development Plan
Record Status: Approved**

Record Info ▾

Payments ▾

Custom Component

Processing Status

 ▸ Application Submitted	
 ▸ Referral Process	
 ▸ Assign Planner	
 ▸ Rochester Public Works	
 ▸ RPU Water Division	
 ▸ RPU Operations Division	
 ▸ County Public Works	
 ▸ Building Safety	
 ▸ Fire Department	
 ▸ GIS/E911	
 ▸ Park and Recreation	
 ▸ Transportation	
 ▸ Revised Site Plan	
 ▸ Planning Review	
 ▸ Final Action	
 ▸ Imaged	

Click on the arrows to reveal additional information.

Checkmarks indicate tasks that are completed in the permit process.

The hourglass indicates actions not completed in process.

For additional assistance, contact: Rochester-Olmsted Planning 507-328-7105