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# New Shoreland Ordinance Checklist

Instructions:The DNR’s ordinance review process uses the model ordinance for evaluating compliance with the shoreland rules. Please email this completed checklist along with the proposed ordinance (as a Word document) showing all proposed additions, deletions, and other modifications from the model ordinance. For DNR conditional approval review, submit this checklist and your near final draft ordinance at least 30 days before the public hearing at which the ordinance will be considered.

Email the completed checklist and ordinance to ordinance.review.dnr@state.mn.us, and copy your [Area Hydrologist](http://files.dnr.state.mn.us/waters/dow_area_staff.pdf) (email addresses on 2nd page). Mailed documents cannot be accepted.

Local Unit of Government: Ordinance Title:

Person completing checklist: Title of person completing checklist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Provide a brief explanation of the key issues you want the proposed ordinance to address:

## Briefly describe any proposed modifications from Key Protection Provisions. For any proposed modifications to provisions identified as “[Key Protection Provisions](https://www.dnr.state.mn.us/waters/watermgmt_section/shoreland/provisions.html)” in the model ordinance (identified in the model with Black Bold text) that do NOT meet the minimum standards, explain why the modifications are needed and how you plan to offset them with other provisions that exceed the minimum standard. Note that subsections in the model ordinance containing these key protection provisions are also identified in Black Bold in the table below. Note that not all provisions in the bolded subsections are key protection provisions. For example, provision 3.21 is not a key protection provision but 3.22 is, so subsection 3.2 is written in Black Bold in the table.

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## Directions for Completing Checklist Table:

1. In Column B, specify the location of each model ordinance provision (listed in Column A) in your proposed ordinance. Only model ordinance subsections at the one decimal level (e.g. 3.2) are listed in the table. If your proposed ordinance breaks up provisions contained within this subsection level, you will need to add those specific provisions in Column A under the correct subsection and specify the location of the provision in your proposed ordinance in Column B.
2. In Column C, explain any provision that has been:
	* modified from the model language; explain how it has been modified and why, or
	* determined to be not applicable to your community; explain why.
	* If no changes to model language - leave blank.

| **Local Government to Complete** | **DNR Conditional Approval Review** | **DNR Final Approval Review** |
| --- | --- | --- |
| **A.****Shoreland Model Ordinance Subsection Citation** | **B.****Local Government Ordinance Provision Citation** | **C.****Local Government Comments**For each provision that has been modified from the model language or is not applicable (N/A), briefly explain the modification and why it is not applicable. **Otherwise, leave blank.** | **D.****DNR Determination of Compliance with Minimum Standards**Place an “X” in the relevant column when determination made. Place a “?” in the relevant column for provisions that need clarification. When clarification received, delete the “?,” place an “X” in the relevant column. | **E.****DNR Review Comments*** If a proposed provision is missing, not applicable, or has been modified and is acceptable (marked with a “N/A” or “Meets” in Column D), briefly explain why in this column.
* If a provision is marked “Below” in Column D, address as a “red” comment in the proposed ordinance and place a “✓” in Column F.
* If a provision marked “Below in Column D, is part of an implementation flexibility agreement, write “offset per term of implementation flexibility agreement” in this column and place a “✓” in Column F.
* If a proposed provision is marked with a “Higher” in Column D, acknowledge as a higher standard as a “green” comment **in the proposed ordinance**, and explain why it is a higher standard in this column.
 | **F.****Conditions of Approval**Place a “✓” for conditions of final approval. | **G.****Verification**Place a “✓” for conditions that have been met. Only verify for items that have a “✓” in Column F. |
|  |  |  | Meets  | Below | Higher | N/A |  |  |  |
| **Section 1.0: Statutory Authorization and Policy** |  |  |
| 1.1 Statutory Authorization |  |  |  |  |  |  |  |[ ] [ ]
| **Section 2.0: General Provisions and Definitions** |  |  |
| 2.1 Jurisdiction |  |  |  |  |  |  |  |[ ] [ ]
| 2.2 Enforcement |  |  |  |  |  |  |  |[ ] [ ]
| 2.3 Severability |  |  |  |  |  |  |  |[ ] [ ]
| 2.4 Abrogation and Greater Restrictions |  |  |  |  |  |  |  |[ ] [ ]
| 2.5 Definitions  |  | *Note: List in Column C any definitions that are omitted, listed in another part of the ordinance, or modified from the model. Attach a separate doc if needed.* |  |  |  |  |  |[ ] [ ]
| **Section 3.0: Administration** |  |  |
| **3.2 Permits.** |  |  |  |  |  |  |  |[ ] [ ]
| 3.3 Application materials |  |  |  |  |  |  |  |[ ] [ ]
| 3.5 Variances |  |  |  |  |  |  |  |[ ] [ ]
| 3.6 Conditional Uses |  |  |  |  |  |  |  |[ ] [ ]
| **3.7 Mitigation** |  |  |  |  |  |  |  |[ ] [ ]
| **3.8 Nonconformities** |  |  |  |  |  |  |  |[ ] [ ]
| **3.9 Notifications to the DNR.** |  |  |  |  |  |  |  |[ ] [ ]
| 3.10 Mandatory EAW |  |  |  |  |  |  |  |[ ] [ ]
| **Section 4.0: Shoreland Classification System and Land Uses** |  |  |
| 4.1 Shoreland Classification System |  |  |  |  |  |  | Check with Central Office on classifications for each water body |[ ] [ ]
| 4.2 Land Uses |  |  |  |  |  |  |  |[ ] [ ]
| **Section 5.0: Special Land Use Provisions** |  |  |
| 5.1 Commercial, Industrial, Public, and Semipublic Use Standards |  |  |  |  |  |  |  |[ ] [ ]
| **5.2 Agriculture Use Standards** |  |  |  |  |  |  |  |[ ] [ ]
| 5.3 Forest Management Standards |  |  |  |  |  |  |  |[ ] [ ]
| 5.4 Extractive Use Standards |  |  |  |  |  |  |  |[ ] [ ]
| 5.5 Metallic Mining Standards |  |  |  |  |  |  |  |[ ] [ ]
| **Section 6.0: Dimensional and General Performance Standards** |  |  |
| **6.2 Lot Area and Width Standards** |  |  |  |  |  |  |  |[ ] [ ]
| **6.3 Special Residential Lot Provisions** |  |  |  |  |  |  |  |[ ] [ ]
| **6.4 Placement, Height, and Design of Structures** |  |  |  |  |  |  |  |[ ] [ ]
| **6.5 Water Supply and Sewage Treatment** |  |  |  |  |  |  |  |[ ] [ ]
| **Section 7.0: Performance Standards for Public and Private Facilities** |  |  |
| **7.1 Placement and Design of Roads, Driveways, and Parking Areas** |  |  |  |  |  |  |  |[ ] [ ]
| **7.2 Stairways, Lifts, and Landings** |  |  |  |  |  |  |  |[ ] [ ]
| **7.3 Water-oriented Accessory Structures or Facilities** |  |  |  |  |  |  |  |[ ] [ ]
| **Section 8.0: Vegetation and Land Alterations** |  |  |
| **8.2 Vegetation Management** |  |  |  |  |  |  |  |[ ] [ ]
| **8.3 Grading and Filling** |  |  |  |  |  |  |  |[ ] [ ]
| **8.4 Stormwater Management** |  |  |  |  |  |  |  |[ ] [ ]
| **Section 9.0: Subdivision/Platting Provisions** |  |  |
| 9.2 Land suitability |  |  |  |  |  |  |  |[ ] [ ]
| **9.3 Consistency with other controls**  |  |  |  |  |  |  |  |[ ] [ ]
| 9.4 Water and Sewer Design Standards |  |  |  |  |  |  |  |[ ] [ ]
| 9.5 Information requirements |  |  |  |  |  |  |  |[ ] [ ]
| 9.6 Dedications |  |  |  |  |  |  |  |[ ] [ ]
| **9.7 Platting** |  |  |  |  |  |  |  |[ ] [ ]
| 9.8 Controlled Access Lots |  |  |  |  |  |  |  |[ ] [ ]
| **Section 10.0: Planned Unit Developments (PUDs)** |  |  |
| 10.2 Types of PUDs Permissible |  |  |  |  |  |  |  |[ ] [ ]
| 10.3 Processing of PUDs |  |  |  |  |  |  |  |[ ] [ ]
| 10.4 Application for a PUD |  |  |  |  |  |  |  |[ ] [ ]
| **10.5 Density Determination** |  |  |  |  |  |  |  |[ ] [ ]
| **10.6 Design Criteria. All PUDs must meet the following design criteria** |  |  |  |  |  |  |  |[ ] [ ]
| **10.7 Conversions** |  |  |  |  |  |  |  |[ ] [ ]

To be filled out by DNR:

DNR Staff Reviewing for conditional approval: Date review finished:

DNR Staff Reviewing for final approval: Date review finished:

DNR Staff Reviewing for higher standards: Date review finished: