

## ORDINANCE PROCESSING CHECKLIST

After ordinance or amendment adoption, please complete, sign, and return this checklist with the listed documents by email to the DNR at [Ordinance.review.dnr@state.mn.us](mailto:Ordinance.review.dnr@state.mn.us)

1. **Date(s) of public hearing(s).** Attach the notice(s) with this checklist in PDF format.

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2. **Date of ordinance adoption.** Attach the adopted ordinance or amendment signed by the chief elected official in PDF format.

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**Do not include newspaper documentation of summary publications for the ordinance/amendment or of public hearings.**

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**Signature of Clerk/Zoning Administrator**

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**Name of Community**