

## ORDINANCE PROCESSING CHECKLIST

Please complete, sign and return this checklist and all required documents by email to the DNR:

[Ordinance.review.dnr@state.mn.us](mailto:Ordinance.review.dnr@state.mn.us), and  
your Area Hydrologist

1. \_\_\_\_\_ Date(s) of published public hearing notice(s). Email the notice with this checklist.  
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2. \_\_\_\_\_ Date(s) of public hearing(s).  
\_\_\_\_\_
3. \_\_\_\_\_ Date of ordinance adoption. Email the adopted ordinance/ amendment with the signature of the chief elected official in PDF format with this checklist.
4. \_\_\_\_\_ Date of newspaper publication of adopted ordinance/ amendment or ordinance amendment summary.
5. Email a zoning map showing the “district” corresponding to the adopted ordinance at the time of adoption, if one exists, and the underlying zoning districts if the adopted ordinance refers to them.

\_\_\_\_\_  
Signature of Clerk/Auditor

\_\_\_\_\_  
Name of Community