



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, and
your Area Hydrologist

1. _____ **Date(s) of published public hearing notice(s). Email the notice with this checklist.**

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