

## Lake Improvement District Submittal Checklist

This checklist shows all items **required** to be submitted as part of a Lake Improvement District (LID) complete proposal per [Minnesota Rules 6115.0970, Subp. 1](#):

- Name of the proposed district.
- Petition signed by majority<sup>1</sup> of property owners<sup>2</sup>.
- Proposal documenting all the following (see [LID Proposal Template & Instructions](#)):
  - An explanation of the lake's problems that the LID is being proposed to address.
  - A list of the objectives of the proposed LID.
  - A statement about the proposed programs and activities to be undertaken by the LID. This **must include** complete explanations of the activities to be pursued.
  - A description of the proposed financing.
  - A map showing the boundaries of the district
  - The number of directors proposed for the LID.
  - A list of local ordinances that regulate land use around the lake and surface water use on the lake (including regulation of public accesses).
  - Any information indicating the degree of local interest in the LID and commitment to its future management.
  - The identification of any lands and waters that may be adversely affected by the LID's proposed actions, and a preliminary assessment of these adverse effects.
  - A description of any public accesses on the lake.
  - An estimate of the total equalized valuation of the property within the district.
  - Any other supporting information.

LIDs pursued through a via Citizen Petition must also include the list of signatures along with name, address, and phone number so the city or county with jurisdiction can verify them.

This information must be submitted to the city or county, the DNR, and the MPCA. [Minnesota Rules 6115.0960](#) list the criteria and standards that the DNR and the city or county must reference when they evaluate the suitability of the LID proposal. The DNR will review all submitted information and compile an advisory report on the proposed LID, its projects and programs, and the adequacy of the proposed boundaries, to be entered into the official record of the public hearing held on the LID formation. If the LID will be pursuing water quality projects, DNR will also coordinate with MPCA on the advisory report.

1: 'Majority' is typically considered to be '50%+1'. However, some LGUs may require higher percentages for approval.

2: [Minnesota Statutes 103B.505 Subd. 6](#) defines a "Property owner" as: the owner of real property within the district or the buyer under contract for deed of property in the district. Exactly how this definition is applied to owners of multiple parcels, multiple owners of one parcel, owners of commercial property, and residents of apartment complexes or condominiums should be worked out between the LID proposers and the LGU.