



**Minnesota
Pollution
Control
Agency**

*Please Note:
This document is
intended to be only an
informal aid to sanitary
district petitioners.
Petitioners should not
rely solely on this
document and should
instead make
themselves fully aware
of all the requirements
of Minn. Stat. §§
115.19 – 115.20*

Checklist for a Complete Petition

Submissions Required for the Creation of a Sanitary District Under Minn. Stat. §§ 115.19 to 115.20

Water Quality/Wastewater Treatment Plants #3.01 • April 2013

Required to be in the petition

- _____ A statement requesting creation of the proposed district.
- _____ The name proposed for the district, to include the words “sanitary district”.
- _____ A legal description of the territory of the proposed district.
- _____ A statement showing the existence of the requisite conditions for creation of a district in the territory as prescribed by Minn. Stat. § 115.19 (need, administrative feasibility, equitability, can be effectively accomplished, and in furtherance of public health, safety, and welfare).
- _____ A statement of the territorial units represented by and the qualifications of the respective signers (Signers may not sign the petition until after their respective resolutions have been on notice for 40 days. See Minn. Stat. § 115.20, subd. 2).
- _____ The post office address of each signer, given under the signer’s signature.

Supporting documentation

- _____ Map displaying district boundaries
- _____ Printer’s affidavit of publication of public meeting notice, with copy of public meeting notice from newspaper attached (Public meeting notice must be printed for two successive weeks prior to meeting in a qualified newspaper)
- _____ Affidavit of posting public meeting notice with information on dates and locations of posting (Notice must be posted for two weeks in each

territorial unit of the proposed district).

- _____ Documentation that all affected property owners have been mailed a notice of the proposal to create the district and a notice of the public meeting.
- _____ Printer’s affidavit of publication of each resolution, with copy of resolution from newspaper attached.
- _____ Record (e.g. minutes) of the public meeting documenting that the following topics were discussed:
 - _____ structure _____ bylaws
 - _____ territory _____ ordinances
 - _____ budget _____ charges
- _____ Examples of bylaws and ordinances as presented at the public meeting.
- _____ Addresses of every property owner within the proposed district boundaries as provided by county auditor (with certification from county auditor).
- _____ Documentation of the criteria prescribed under Minn. Stat. § 115.19.

For more information

The MPCA has staff available to answer your questions about sanitary districts. Please contact at 218-302-6652, toll-free at 800-657-3864; or TTY at 651-282-5332.

