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

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.