



## Quick Reference: Citizen Petition

The citizen petition process is designed to provide a standard mechanism by which citizens can alert government entities of projects that may have the potential for significant environmental effects. Some projects that do not fall into the mandatory environmental review categories outlined in [Minnesota Rules 4410.4300](#) or [4410.4400](#) may still need to go through environmental review if the evidence presented by the petitioners demonstrates that, because the nature or location of the proposed project, the project may have the potential for significant environmental effects. In order for a citizen petition to be deemed complete by the Environmental Quality Board (EQB), the petition must meet the requirements outlined in [Minnesota Rules 4410.1100](#). It is important to note that the purpose of environmental review is not to stop projects, but to collect information on the potential environmental effects of the project and how that can be avoided or mitigated. Additionally, the petition process does not create an additional source of approval for projects. The EQB is not empowered to supersede or overrule local government or state agency decisions.

This quick reference guide contains:

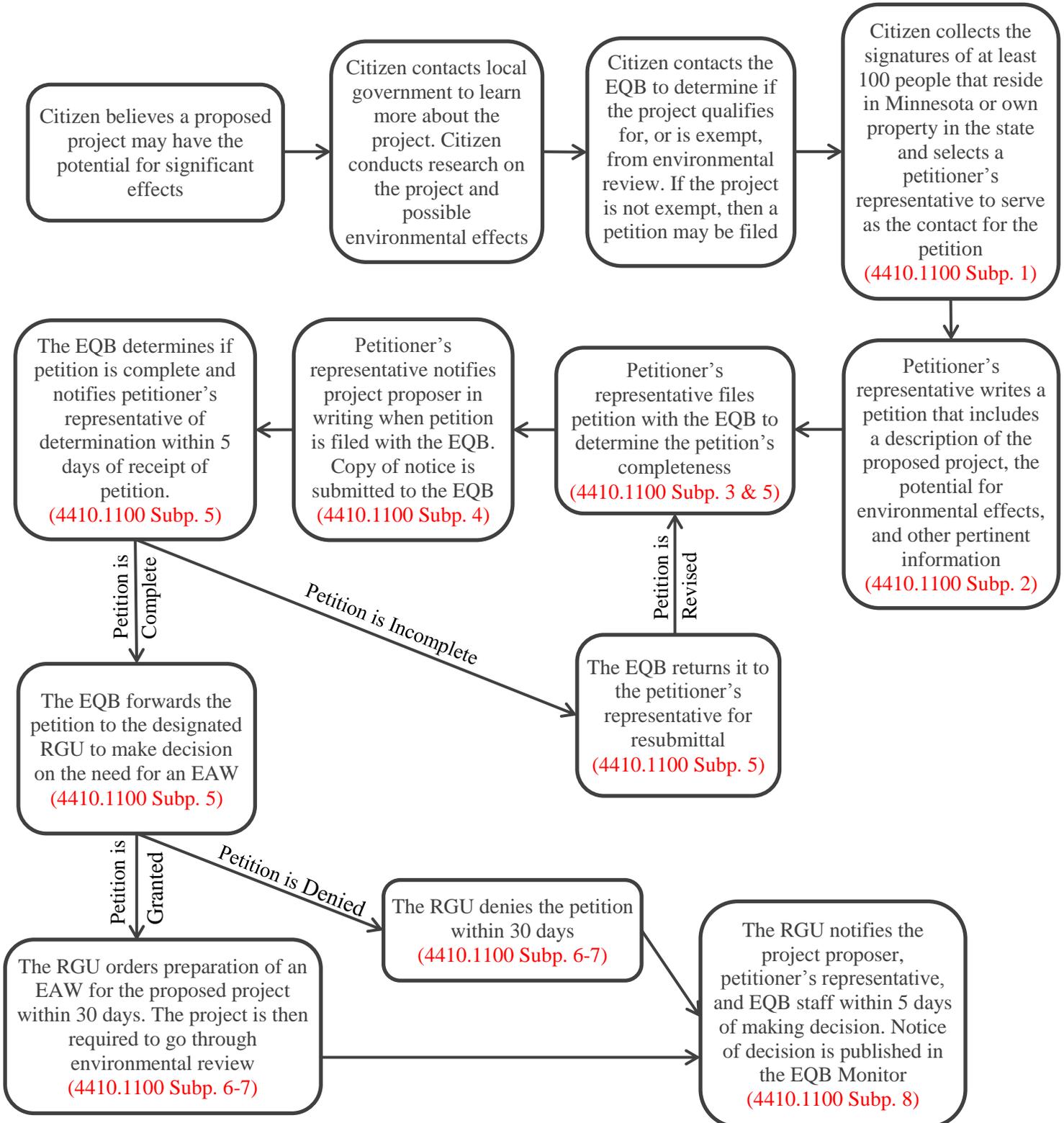
1. [A flow chart for the citizen petition process](#)
2. [A checklist for preparing a citizen petition](#)

*Please note that this quick reference guide is not intended to substitute for [Minnesota Rules 4410](#). It is designed to help citizens understand and correctly implement the petition process. The guide does not alter the rules or change their meaning; if any inconsistencies arise between this guide and the rules, the rules take precedent. Please contact EQB Staff with any questions at [Env.Review@state.mn.us](mailto:Env.Review@state.mn.us) or 651-757-2873.*



## Citizen Petition Process Steps

(Minnesota Rules 4410.1100)





Checklist for developing a Citizen Petition:

<p>Research the proposed project</p>	
<p>Write a project description *Include the project location, size and type, along with any other relevant information</p>	
<p>Write about the potential environmental effects due to the project *Make the case that because of the nature or location of the project, there is the potential for significant environmental effects</p>	
<p>Attach supporting evidence and reference evidence in petition *Supporting evidence should be factual and relate to the project’s potential environmental effects</p>	
<p>Select a Petitioner’s Representative * Include the name, complete mailing address, signature and phone number of the representative</p>	
<p>Gather 100 signatures of individuals who live or own property within Minnesota *Include the name, complete mailing address and signature of each individual</p>	
<p>Notifying the project proposer in writing that a petition for an EAW will be filed *A copy of the notification must be included in the petition</p>	
<p>Submit the petition to the EQB</p>	

Submit the Citizen Petition to the EQB:

Electronically: [Env.Review@state.mn.us](mailto:Env.Review@state.mn.us)

US Mail: Environmental Quality Board  
520 Lafayette Road North  
Saint Paul, MN 55155  
Phone: (651) 757-2873

**Don’t forget**

It is required that you send a letter to the project proposer notifying them that a petition for an EAW has been filed. A copy of the letter needs to be sent to the EQB as well.