

Petition for an EAW template

As stated in the Minnesota Environmental Policy Act, “an environmental assessment worksheet must also be prepared for a proposed action whenever material evidence accompanying a petition by not less than 100 individuals who reside or own property in a Minnesota county where the proposed action will be undertaken or in one or more adjoining counties, submitted before the proposed project has received final approval by the appropriate governmental units, demonstrates that, because of the nature or location of a proposed action, there may be potential for significant environmental effects.”

This template is not intended to replace or overrule any parts of the petition process as written in [Minnesota Rules 4410.1100](#). This document is intended to assist users in assembling a complete petition. Further guidance for completing a petition can be found on the Environmental Quality Board (EQB) [website](#).

With any questions regarding the petition process please contact the EQB staff at 651-757-2223 or Env.Review@state.mn.us.

EQB does not make determinations on the need for an EAW from a petition. EQB staff must verify a petition for completeness and then assign the responsibility for making a decision on the need for an EAW to a responsible governmental unit (RGU).

Submitting a petition

1. Once you have completed this petition, the first step is to send the petition and all materials to the EQB. This can be achieved in a few ways as noted below.
 - Email at env.review@state.mn.us. Email is the preferred method as it allows for EQB staff to interact with the petitioners' representative more efficiently.
 - If your documents are too large it is helpful to utilize a file hosting service such as [dropbox](#) or [google drive](#). Once your documents are hosted on a file hosting site, email the link to env.review@state.mn.us and EQB staff can then download the documents.
 - If email is not an option then mail a hard copy of the petition and all associated documents to:
Environmental Quality Board
520 Lafayette Road North
Saint Paul, MN 55155
2. In addition to submitting the petition to the EQB, the petitioners' representative is responsible for notifying the project proposer that a petition for an EAW has been submitted in regards to their proposed project. A mailed letter or including the project proposer in an email when you send the petition to the EQB would both suffice in meeting this requirement.
3. Once EQB staff have received the petition they will review it for completeness. If deemed complete, EQB staff will assign the petition to an RGU who will then be responsible for making a decision on the need for an EAW.
 - If the petition is deemed incomplete, then EQB staff will notify the petitioners' representative of the deficiencies and provide guidance on how to resubmit a complete petition.
4. After an RGU has been assigned, correspondence regarding the status of the petition should be maintained with the RGU. However, EQB staff are available to assist regarding any questions on the petition process.

Petition introduction

This petition is being submitted to request the preparation of an EAW for the _____ project. Those that have signed, support the information provided within the petition and believe that because of the nature or location of the proposed project there may be potential for significant environmental effects.

Petition content

Items A – E that follow are taken from [Minnesota Rules 4410.1100 Subp. 2](#), which identifies the required contents for a petition. Please fill out items A – E below.

A. Description of the proposed project.

This description should include enough information to properly inform about the type of project and provide an understanding of any areas of concern regarding the project's circumstances or location.

B. Proposer of the project.

- Company name:
- Contact person:
- Contact information (email or phone if available):

C. Petitioners' representative.

- Name:
- Address:
- Phone number:
- Email:

D. A brief description of the potential environmental effects which may result from the project.

This section should only include potential environmental issues from the proposed project. Be sure to explain how the identified potential environmental effects relate to the proposed project.

- E. Material evidence indicating that, because of the nature or location of the proposed project, there may be potential for significant environmental effects. The material evidence must physically accompany the petition. It is not sufficient to merely provide a reference or citation to where the evidence may be found.**
- In this section, please list all pieces of material evidence to be attached to the petition.
 - All material evidence must physically accompany this petition as links to websites or citations to unattached documents are not acceptable.
 - PDF or image copies of documents or websites are acceptable. References or citations to specific pages or locations within those documents should be described in this section.
 - It is helpful to label each piece of material evidence with a title. By titling each item of material evidence it is then easier to reference how it supports the environmental concerns in item D.
 - Examples include but are not limited to: Scientific journal articles, letters from experts, environmental reports, maps, photographs, site plans.
 - In addition, this section should explain how the material evidence attached demonstrates that there may be the potential for significant environmental effects. The material evidence that is included should be considered supportive evidence regarding the environmental concerns provided in item D.

- E. Continued space for material evidence. Reminder that a description should follow the list of material evidence explaining how it demonstrates that there may be the potential for significant environmental effects.

Signatures

In order for a petition to be complete, it must contain the signatures and mailing addresses of at least 100 individuals who reside or own property in a Minnesota county where the proposed action will be undertaken or in one or more adjoining counties. An adjoining county must share a border with the county in which the proposed project is meant to take place. Any signatures that are illegible will not be counted. Addresses must include a city or a zip code and be located within the same county as the project or an adjoining county to be counted. Digital signatures are accepted. An additional template for signatures is available to print out if needed.

Additional space if needed.

Petition for an Environmental Assessment Worksheet(EAW) for the

Project

We, the undersigned, reside or own property in a Minnesota county where the proposed action will be undertaken or in one or more adjoining counties and request the preparation of an EAW for the _____ project located in _____ County. By signing this petition, we support the information and material evidence in the attached petition and believe that, because of the nature or location of the proposed project there may be potential for significant environmental effects including, but not limited to:

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