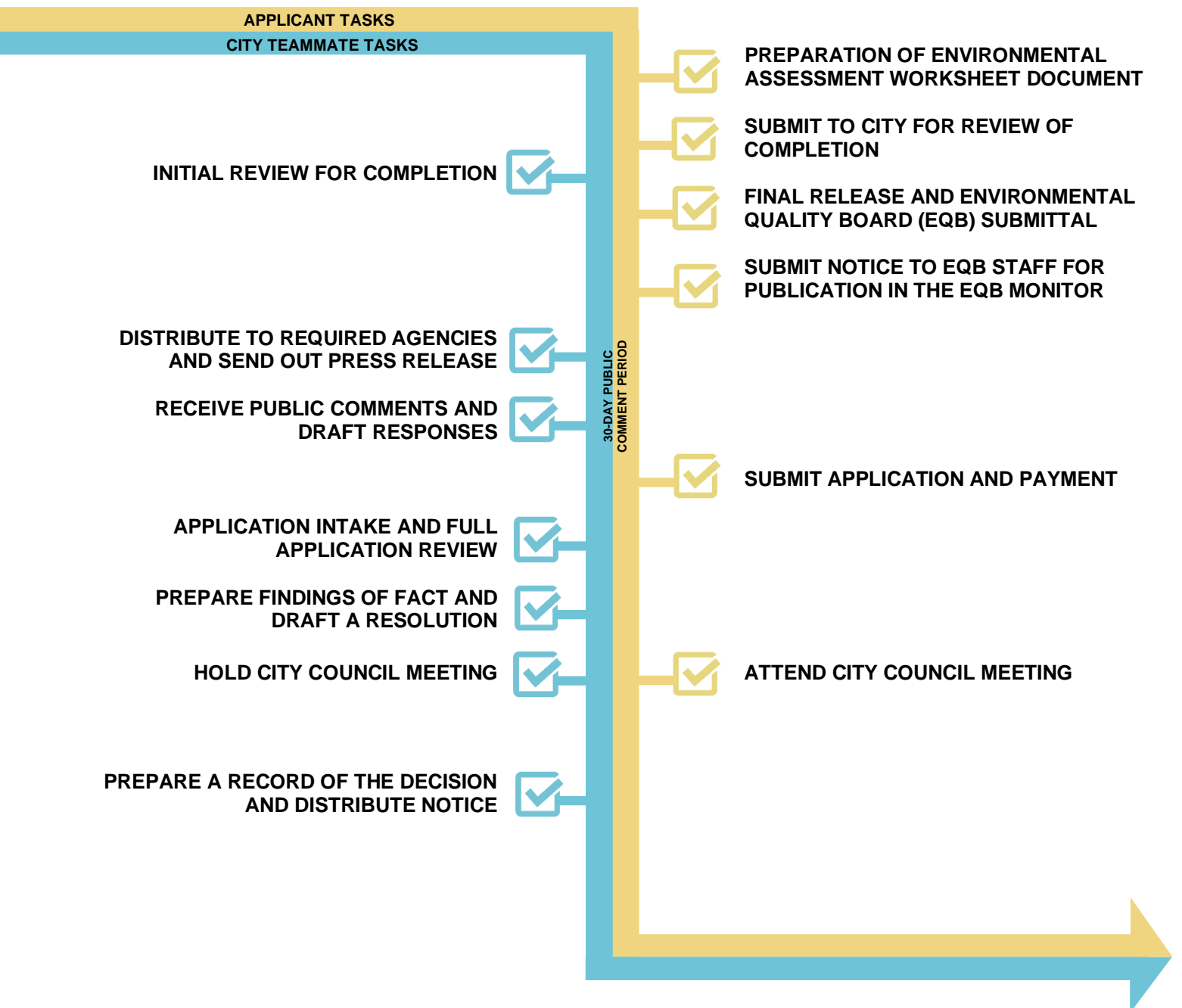


APPLICATION GUIDE: ENVIRONMENTAL ASSESSMENT WORKSHEET

An **Environmental Assessment Worksheet (EAW)** is a document designed to provide a brief analysis and overview of the potential environmental impacts of a specific project and consists of a standard list of 31 questions. The Environmental Assessment Worksheet document is reviewed by the Minnesota Environmental Quality Board (EQB) and is then returned to the Responsible Government Unit (RGU) for final decision.



Step-by-Step Guide:

1. Prepare an [Environmental Assessment Worksheet Form](#)
 - a. Utilize the Environmental Quality Board website for more information on what is required in the EAW Form to be deemed complete.
2. Submit draft Environmental Assessment Worksheet Form to Rochester Community Development
 - a. The Community Development Department will review the draft Environmental Assessment Worksheet Form for completion prior to the applicant's submittal to the Environmental Quality Board (EQB). This should be a joint effort to ensure the information provided is complete and accurate. Once the EAW is reviewed for completion, the applicant should prepare the EAW for final release and submittal to the EQB.
3. Prepare EAW for Final Release and EQB Submittal
 - a. Applicant should make relevant changes to the EAW form per the comments of the Rochester Community Development Department prior to submittal to the EQB.
4. Submit Notice to EQB Staff for Publication in the EQB Monitor
 - a. This is the first step to starting the 30-day public comment period. The EQB will publish the project in a bimonthly notice, including the project details, applicant, and Rochester Community Development contact. Please notify Rochester Community Development once this step is complete.
5. Distribute EAW Form to the [Required Agencies](#)
 - a. Rochester Community Development shall distribute the EAW form to the required agencies for review. Rochester Community Development will be the recipient of any comments these agencies may have.
6. Prepare and Send Out Press Release
 - a. Rochester Community Development will prepare and send out a press release to a newspaper of general circulation. Additionally, hard copies of the EAW form will be provided in multiple public locations within the jurisdiction of the City of Rochester.
7. Receive Public Comments and Draft Responses
 - a. At the end of the 30-day public comment period, Rochester Community Development must review the collected comments and draft responses for the public record.
8. Submit Formal Application
 - a. Applicant will submit the EQB-reviewed EAW Form (including preliminary findings of fact) and submit payment to the Rochester Community Development.
****American Express card payments cannot be taken over the phone***
9. Preparation of Findings of Fact and Draft Resolution
 - a. Rochester Community Development will review the EAW and relevant comments received to prepare findings of fact and a resolution to create a recommendation for a final decision. The resulting decision determines whether the applicant will need to go through the Environmental Impact Statement (EIS) process. The EIS is a more in-depth version of the EAW process.
10. City Council Meeting
 - a. The applicant will attend the scheduled city council meeting to be available to answer any questions regarding the EAW Form. The EAW form will be under the Consent Agenda section of the city council meeting.
11. Prepare the Record of Decision
 - a. The Rochester City Council makes the final decision on whether an EIS is required for the project. If an EIS is required, no development applications may proceed until the EIS process is complete (see the EQB website for more information). If an EIS is not required, the applicant may move forward with the required development applications. In either instance, Rochester Community Development will distribute a notice of decision.

