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## HERITAGE PRESERVATION APPLICATION

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This application packet is used to file an application(s) for a Certificate of Appropriateness, Demolition of a Historic Resource and/or a Historic Variance that requires approval by the Minneapolis Heritage Preservation Commission. The packet is a tool for gathering information relevant to an application. It contains a checklist of required application materials and a worksheet to be completed by the applicant.

The Minneapolis Heritage Preservation Regulations (Chapter 599, Section 160) govern the application process.

### **599.160. Application procedures.**

- (a) *In general.* All applications shall be processed by the planning director, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter. Any person having a legal or equitable interest in a property may file an application on a form approved by the planning director.
- (b) *Determination of completeness of application.* The planning director shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:
- (1) Submittal of all required application forms relating to the application, including all additional applications, as required in section 599.120.
  - (2) Submittal of all supporting information required by city ordinance, the planning director, the application forms, or by law, including a list of all owners of record of property located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject property, as identified in the records of the Hennepin County Department of Property Taxation.
  - (3) Submittal of all applicable fees.
  - (4) Submittal of all applicable environmental reviews.
  - (5) Submittal of progress towards approval of all required state and federal reviews and permits where applicable. The planning director may, for good cause require application to provide written statement from the state or federal authority in whose review the work or permits are under consideration.
  - (6) For all preservation applications requiring a public hearing as set forth in this preservation ordinance, except appeals of decisions of the heritage preservation commission, a pre-application meeting with city staff during which the appropriate application types, procedures, requirements and applicable preservation ordinance provisions are reviewed and explained.
  - (7) For all preservation applications requiring a public hearing as set forth in this preservation ordinance, except appeals of decisions of the heritage preservation commission, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the planning director for this purpose. The notification shall include the following information: a description of

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the project; the preservation approvals that the applicant is aware are needed for the project; the address of the property for which a preservation application is sought; and the applicant's name, address, telephone number, and e-mail address, if available. Where the property for which preservation approval is sought is located on a public street that acts as a boundary between two (2) neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).

(c) *Incomplete applications.* If after the application has been accepted, the planning director determines that an application is not complete, the planning director shall notify the applicant in writing within fifteen (15) business days of receipt, specifying any deficiencies of the application, including any additional information that must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.

(1) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) calendar days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant.

(2) *Extensions of time.* Upon written request by the applicant, the planning director may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

(d) *Noncomplying properties.* No new application for the same property shall be accepted or deemed complete, if at the time of application such property is not in compliance with the requirements of this chapter or with the requirements of a previous approval granted pursuant to this chapter. Upon receipt of such an application, the planning director shall inspect the property and provide written notice to the applicant indicating the nature of the violation and the action necessary to correct it. This section shall not prevent an application to correct an existing condition that is not in compliance with the requirements of this chapter.

## HERITAGE PRESERVATION APPLICATION REQUIREMENTS CHECKLIST

**Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.<sup>1</sup>**

	Pre-application meeting.
	Electronic submittal meeting ePlan submittal guidelines (attached).
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	<p>A list of property owners within 350 feet of the subject site and mailing labels. The 350-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-500 Government Center, 4th Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Submit all enclosures received from Hennepin County:</p> <ol style="list-style-type: none"> <li>1. Map showing subject property, with highlighted 350 ft. circumference.</li> <li>2. Mailing labels.</li> <li>3. List of property owners.</li> </ol>
	<p>Statement of proposed use and description of the project.</p> <ul style="list-style-type: none"> <li>▪ Describe the project, including proposed changes or replacements to important architectural details such as windows, doors, siding, railings, steps, roof, foundation, porches, or ornamental features.</li> <li>▪ Attach specifications for doors, windows, lighting and other ornamental features, if applicable, including color and material samples.</li> <li>▪ Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documented physical evidence.</li> <li>▪ If applying for the demolition of a property, state the reasons for the demolition, including the economic value or usefulness of the existing structure, its current use, costs of renovation, and feasible alternative uses. Attach additional documentation as needed.</li> </ul>
	A letter from the property owner, if other than the applicant, authorizing the application.
	<p>Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information:</p> <ol style="list-style-type: none"> <li>1. Description of the project.</li> <li>2. Preservation applications that the applicant is aware are needed for the project.</li> <li>3. Address of the property for which zoning approval is sought.</li> <li>4. Applicant's name, address, telephone number, and e-mail address, if available.</li> </ol> <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>
	<p>Written statement addressing applicable findings (see page 5).</p> <ul style="list-style-type: none"> <li>▪ Address each of the required findings for a Certificate of Appropriateness, Historic Variance, or Demolition of Historic Resource application.</li> <li>▪ Provide additional supporting documentation as needed.</li> </ul>

***Checklist continues on next page.***

<sup>1</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

**Checklist continued.**

	One copy (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade.
	One copy (plus one 8 ½ x 11) of colored elevations and/or renderings.
	One copy (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors.
	One copy (plus one 8 ½ x 11) of scaled and dimensioned signs (locations, types and dimensions).
	One copy (plus one 8 ½ x 11) of a scaled and dimensioned site plan. <sup>2</sup> Must include the following items: <ul style="list-style-type: none"><li>▪ All property lines.</li><li>▪ Streets, sidewalks and alleys, include existing and proposed curb cuts.</li><li>▪ Indicate traffic flow on streets, alleys and drive aisles.</li><li>▪ Adjacent uses (show location and identify).</li><li>▪ Building footprints (including garages and other accessory structures) and square footages.</li><li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.</li><li>▪ Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.</li><li>▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc).</li><li>▪ Bicycle parking spaces.</li><li>▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).</li><li>▪ Indicate snow storage area or propose a snow removal plan.</li><li>▪ Walls, screens and fences (show location, type and height).</li><li>▪ Mechanical equipment (air conditioning units, electrical transformers, utilities, etc.)</li><li>▪ Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.</li><li>▪ Proposed and existing lighting (location, type and size).</li><li>▪ Natural features and topography.</li><li>▪ Indicate direction of water drainage from the site and building (downspouts, roof drains, etc.)</li><li>▪ Indicate north arrow and date the plan was drawn.</li></ul>
	Photos of the property and existing structures. Must include the following items: <ul style="list-style-type: none"><li>▪ Photos of all affected elevations of the structure.</li><li>▪ Close-up photos of all affected features.</li><li>▪ Photographic evidence of deterioration on any features proposed for repair or replacement.</li></ul>
	An approved waiver from the restrictions of any applicable interim ordinance.
	Submittal of progress towards approval of all required state and federal reviews and permits where applicable.
	For any new construction proposal that involves the demolition of a landmark, property in an historic district or property under interim protection, the approval of the demolition must be obtained before a certificate of appropriateness application for any new construction will be deemed complete.

<sup>2</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale.* Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided. If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

## SPECIFIC APPLICATION REQUIREMENTS

In addition to the General Application Requirements the following are required:

### CERTIFICATE OF APPROPRIATENESS

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*If applying for a Certificate of Appropriateness, provide a written statement which addresses each of the following required findings:*

- (1) The alteration is compatible with the designation of the landmark or historic district, including the period and criteria of significance.
- (2) The alteration will ensure the continued integrity of the landmark or historic district.
- (3) The alteration is consistent with the applicable design guidelines adopted by the commission.
- (4) The alteration is consistent with the applicable recommendations contained in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- (5) The alteration is consistent with the spirit and intent of the preservation ordinance, the applicable policies of the comprehensive plan, and the applicable preservation policies in small area plans adopted by the city council.

*In addition, the following findings must be addressed if applying for a certificate of appropriateness that involves the **destruction**, in whole or in part, of any landmark, property in an historic district or nominated property under interim protection:*

- (1) The destruction is necessary to correct an unsafe or dangerous condition on the property; or
- (2) That there are no reasonable alternatives to the destruction. In determining whether reasonable alternatives exist, the commission shall consider, but not be limited to:
  - a. The significance of the property;
  - b. The integrity of the property; and
  - c. The economic value or usefulness of the existing structure, including its current use, costs of renovation and feasible alternative uses.

### DEMOLITION OF AN HISTORIC RESOURCE

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*If applying for a Demolition of Historic Resource application, provide a written statement and supporting documentation which addresses the following required findings:*

- (1) The destruction is necessary to correct an unsafe or dangerous condition on the property; or
- (2) That there are no reasonable alternatives to the destruction. In determining whether reasonable alternatives exist, the commission shall consider, but not be limited to:
  - a. The significance of the property;
  - b. The integrity of the property; and
  - c. The economic value or usefulness of the existing structure, including its current use, costs of renovation and feasible alternative uses.

### HISTORIC VARIANCE

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*If applying for a Historic Variance application, provide a written statement which addresses the following required findings:*

- (1) That the variance is compatible with the preservation of the property and with other properties in the area, and that the variance is necessary to alleviate practical difficulties due to special conditions or circumstances unique to the property and not created by the applicant.

## RESOURCES

The following links can assist in completing the required findings for heritage preservation applications:

[Minneapolis Landmarks & Historic Districts](#)

[The Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

[Preservation Ordinance](#)

[Comprehensive Plan, Heritage Preservation Chapter](#)

[Small Area Plans](#)

## FEES

APPLICATION TYPE	FEE (DOLLARS)	
<b>Certificate of appropriateness</b>	0 - 5,000 square feet of lot area	250
	5,001 - 9,999 square feet of lot area	450
	10,000 - 43,559 square feet of lot area	750
	43,560 square feet of lot area or more	950
<b>Demolition of historic resource</b>	350	
<b>Historic variance</b>	250	

For applications requiring notice of a public hearing to affected property owners, the applicant **shall pay the cost of first class postage** based on the number of property owners to be notified. In addition, for **applications requiring publication in a newspaper of general circulation, the applicant shall pay a fee of twenty-five dollars (\$25.00)**.

*Continuance.* After notification of a public hearing has taken place, a request by the applicant to continue an application to a subsequent public hearing of the Heritage Preservation Commission shall be charged a fee totaling one hundred fifty dollars (\$150.00) when such request is granted. The fee shall be paid prior to the subsequent public hearing.

### SEE CALCULATION FOR PROJECTS REQUIRING A PUBLIC HEARING:

**APPLICATION FEES:** \$ \_\_\_\_\_

**PUBLICATION:** \$25.00

**POSTAGE:** FIRST CLASS POSTAGE x # LABELS

**FEE SUBTOTAL:** \$ \_\_\_\_\_

**Make checks payable to: Minneapolis Finance Department**

## HERITAGE PRESERVATION COMMISSION APPLICATION WORKSHEET

<b>Property Owner/Applicant</b>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Demolition Contractor</b> <i>(If applicable)</i>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Neighborhood Group Contact</b> <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Organization	
	Contact Name	
	Phone Number	
	Date letter/e-mail sent	
<b>Council Member Contact</b> <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Name	
	Ward	
	Phone Number	
	Date letter/e-mail sent	

<b>Property Information</b>	Address(es)				
	Identification Number(s)				
	Legal Description				
	Lot Area (sq ft)				
	Zoning classification(s)				
<b>Name of Proposed Project</b>					
<b>Proposed Work</b> <i>Select all applicable</i>	Preservation		Rehabilitation		
	Reconstruction		Restoration		
<b>Demolition</b> <i>(If applicable)</i>	Does this project include the destruction, in whole or in part, of any landmark, property in an historic district or nominated property under interim protection? : Yes      No				
<b>Property History</b>	Name of current business:	Beginning / end dates:	Type of business / use:		
	Name of former business:	Beginning / end dates:	Type of business / use		
	Name of former business:	Beginning / end dates:	Type of business / use		
<b>Building Data</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross floor area (square feet)	Existing to remain:	Proposed new:	Total:	
	Building footprint area (square feet)	Existing to remain:	Proposed new:	Total:	
	Building height	Existing stories:		Proposed stories:	
		Existing feet:		Proposed feet:	
	Dwelling units	Existing:		Proposed:	
<b>Specific Uses</b> <i>(as applicable)</i>	Car repair	Number of service bays:	Gross floor area excluding service bays (square feet):		
	Nightclub	Seating and lobby area (square feet):		Gross floor area:	
	Place of assembly or reception or meeting hall	Auditorium area (square feet)			
	School	Number of Classrooms:	Number of students of legal driving age (full attendance):		

<b>Parking Data</b>	Number of standard spaces	Existing:	Proposed:		
	Number of compact spaces	Existing:	Proposed:		
	Number of handicap spaces	Existing:	Proposed:		
	Total spaces	Existing:	Proposed:		
	Number of bicycle spaces	Existing:	Proposed:		
	Number of loading berths	Existing:	Proposed:		
<b>Landscaping Data</b>	Landscaped area (square feet)	Existing:	Proposed:		
<b>Impervious Surface Data</b>	Impervious surfaces (square feet)	Existing:	Proposed:		
<b>Fence Data</b>	First fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):		
			Height (feet):		
	Second fence (circle one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):		
			Height (feet):		
<b>Sign Data</b>	Number of signs	Existing:	Proposed:		
	First sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):		
			If lit, how?	Area (square feet):	
				Height above grade (feet):	
	Second sign (circle one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):		
				If lit, how?	Area (square feet):
					Height above grade (feet):

## HERITAGE PRESERVATION APPLICATION(S)

Do not complete the following section (Staff will do this) BZH \_\_\_\_\_

1.

2.

3.

4.

5.

I understand that I must file the heritage preservation application(s) listed above with the Department of Community Planning and Economic Development and obtain approval of these applications by the Heritage Preservation Commission in order to conform with the heritage preservation regulations of the City of Minneapolis. I certify that the information which I have supplied in submitting this application(s) is correct and accurate to the best of my knowledge. When I submit this application along with the required application fee(s) and *a properly scaled and dimensioned plan* of the subject property, I authorize the Department of Community Planning and Economic Development to process the heritage preservation application(s) listed above.

\_\_\_\_\_  
Applicant's name and signature

\_\_\_\_\_  
Date

- ❖ Must be signed and dated by the applicant before the application(s) will be processed.
- ❖ Applications received after 3:30 p.m. will be processed as received on the following business day.
- ❖ Development Services staff may identify additional land use applications upon further analysis of the proposed project.

## Electronic Plan Review (ePlan) Submittal Guidelines

- 4" x 4" clear stamp area in upper right quadrant of ALL sheets
- Searchable vector PDFs or DWF drawing files
- One plan sheet per digital file
- Landscape orientation
- File name to identify discipline and match sheet index name and sort order
- Corrected sheets must be named exactly as the original sheet

### PLAN SHEET STAMPING AREA

All sheets must have a 4" x 4" clear area in the upper right quadrant of the sheet for the City of Minneapolis electronic approval stamp.

### PLAN SHEET FILE FORMAT STANDARDS

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready. DWF files must be AutoCAD version 10 or lower and cannot be 3D.

### FILE NAMING

Plan file names and sort order **must** match the sheet index. ePlan software sorts numeric to alpha. To ensure proper sorting, we require numbering the sheet before the name with 001, 002, 010, 011, 099, 100, etc. Example: 001-Cover Sheet, 002-Survey, 003-A1.0, 004-A2.0, ..., 008-C1.0, 009-S1.0, 010-S2.0, etc. **Corrected or revised submissions must use the EXACT same file name as the original submittal to ensure proper versioning of your files and to help expedite the review process.** The digital file name (e.g. A1.0) must match the plan sheet name to which it corresponds. If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010A or 010.1.

### PLAN SHEET SIZE

The following list indicates plan sheet sizes that can be submitted electronically. (See individual plan checklists for additional sizing requirements).

8 ½" x 11"	11" x 17"
24" x 36"	30" x 42"
36" x 48"	

### GRAPHIC SCALE

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

### UPLOADING FILES

"DRAWINGS FOLDER"	Should contain plan sheet drawings
"DOCUMENTS FOLDER"	Should contain all calculations, photos, checklists, and other supporting documents

**These guidelines are critical to ensuring your review is completed in a timely manner. Failure to follow the required guidelines will result in your plan submittal being rejected.**