APPLICATION FOR CERTIFICATE OF NO CHANGE
HERITAGE PRESERVATION COMMISSION
MINNEAPOLIS, MINNESOTA

The undersigned hereby applies for a Certificate of No Change, as authorized in section 599.400 of the Minneapolis Code of Ordinances.

1. Street Address of Affected Property:

   _____

   _____

   Legal Description:

   _____

   _____

   _____

2. Name of Applicant:

   _____

   Address:

   _____

   Daytime Telephone:

   _____

3. Name of Property Owner (if different than applicant):

   _____

   Address:

   _____

   Daytime Telephone:

   _____

4. Name of Architect or Contractor (if applicable):

   _____

   Address:

   _____

   Daytime Telephone:

   _____

5. Describe the project, including changes to important architectural details such as windows, doors, siding, railings, steps, roof, foundation, porches or ornamental features. Attach specifications for doors, windows, lighting and other ornamental features, if applicable, including color and material samples. Attach additional documentation as needed:

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6. Attach three copies of plans for the project, if applicable. Project plans must include a site plan, floor plan and all exterior elevations.

7. Attach photographs of all affected elevations of the project (no Polaroid pictures).

Signature of Applicant:

_____ Date: _____

Submit completed application to:

Minneapolis Planning Department
Room 210, City Hall
350 South Fifth Street
Minneapolis, MN 55415-1385
Telephone: 612-673-2597

For Planning Department use only:

Date received: _____

Received by: _____

Date application complete: _____

Name of building: _____

Historic District: _____

Staff Findings and Comments:

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Reviewed by: _____

Date Approved: _____

Date Denied: _____

MINNEAPOLIS CODE OF ORDINANCES
CHAPTER 599, HERITAGE PRESERVATION REGULATIONS

ARTICLE VII. CERTIFICATE OF NO CHANGE

599.380. Purpose. Certificates of no change are established to protect landmarks, historic districts and nominated properties under interim protection by providing the planning director with authority to review and approve or deny all proposed minor alterations to a landmark, property in an historic district or nominated property under interim protection.

599.390. Certificate of no change required. Any minor alteration of a landmark, property in an historic district or nominated property under interim protection shall be prohibited except where authorized by a certificate of no change approved by the planning director.

599.400. Application for certificate of no change. An application for a certificate of no change shall be filed on a form approved by the planning director and shall be accompanied by all required supporting information, as specified in section 599.160.

599.410. Decision on application for certificate of no change. The planning director may approve, approve with conditions, or deny an application for certificate of no change.

599.420. Required findings for certificate of no change. Before approving a certificate of no change, the planning director shall determine that the application is consistent with the applicable design guidelines adopted by the commission, or if design guidelines have not been adopted, is consistent with the recommendations contained in The Secretary of the Interior's Standards for Rehabilitation.

599.430. Certificate of no change conditions and guarantees. (a) *In general.* After planning director approval, the applicant shall receive a signed certificate of no change and approved plans stamped by the planning director. The applicant shall produce such certificate of no change and plans to the inspections department before a building permit may be issued. The signed certificate of no change and stamped plans shall be available for inspection on the construction site together with any inspections department permit.

(b) *Additional conditions and guarantees.* The planning director may impose such conditions on any certificate of no change and require such guarantees as deemed reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this chapter.