

**APPLICATION PROCEDURE FOR A  
CERTIFICATE OF APPROPRIATENESS  
HERITAGE PRESERVATION COMMISSION  
MINNEAPOLIS, MINNESOTA**

**Certificate of Appropriateness:**

Alterations to individually designated properties or properties within designated historic districts must be reviewed by the Minneapolis Heritage Preservation Commission (HPC). Signs, billboards, fencing, street furniture, parking lots, and interim land uses that would result in the change of the nature or appearance of a designated area are also subject to review by the HPC.

To initiate the Certificate of Appropriateness process, the applicant **must** submit the following:

1. a completed Certificate of Appropriateness application;
2. four copies of all plans, plus one copy reduced to 8 1/2" x 11" or 11" x 17";
3. photographs showing the structure, the area where proposed change is to occur and streetscape; and
4. a list of property owners within 350 feet of the perimeter of the affected property. This list and a set of mailing labels must be obtained from the Department of Property Description, 6th floor of the Administrative Tower, Hennepin County Government Center, 348-5910. Allow three business days for processing.

All of the above materials must be submitted to:

Heritage Preservation Commission,  
210 City Hall  
350 S. 5<sup>th</sup> St.  
Minneapolis, MN, 55415-1385.

**Incomplete or late permit applications will not be processed. Contact the HPC staff for more information on upcoming application deadlines.**

Notice of the Public Hearing will be published in Finance and Commerce. HPC staff will mail copies of notice to property owners within 350 feet of affected properties.

At the public hearing, testimony, written or oral, is received in favor of and opposed to the issuance of the permit. Failure to appear at this meeting may result in a denial of your permit. The HPC staff will send a letter to the applicant and the Inspections Department notifying them of the Commission's decision. Call 673-2597 if you would like to request a copy of the staff recommendation before the hearing.

**Pre-Permit Review:**

A Pre-Permit approval serves as an assurance of general compliance with the guidelines and regulations established by the HPC for property in question. In order to best stimulate and foster positive changes in a property designated for heritage preservation by the Minneapolis City Council, the HPC will review, at an applicant's request, preliminary and subsequent proposals for renovation and new construction. **However, a Pre-Permit approval does not release a permit. A proposal submitted for Pre-Permit approval is subject to final review by the HPC at a public hearing before a Certificate of Appropriateness can be issued.** In addition, neither participation in the Pre-Permit Review process nor assurance of general compliance during the process guarantees the eventual issuance of a Certificate of Appropriateness by the Commission.

The Pre-Permit process provides a forum for the exchange of ideas on proposed alterations, justification of changes, and any other support materials that will benefit both the preservation of Minneapolis' heritage and viable use of a designated property.