

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

The undersigned hereby applies for a Certificate of Appropriateness, as authorized in section 599.330 of the Minneapolis Code of Ordinances.

1. This application is for (check all that apply):

New Construction _____
Rehabilitation _____
Relocation _____
Demolition _____
Sign/Awning _____

2. Street Address of Affected Property:

Legal Description:

3. Name of Applicant:

Address:

Daytime Telephone:

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

Address:

Daytime Telephone:

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

Address:

Daytime Telephone:

6. 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. NOTE: 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:

7. Attach a list of property owners and mailing labels for property located within 350 feet of the affected property obtained from:

Hennepin County Taxpayer Services Division
A-600 Government Center
300 South 6th Street
Minneapolis, MN 55487
(612) 348-5910

8. Attach three copies of plans for the project, including at least one copy that is reduced to 8 1/2" x 11" or 11" x 17". Project plans must include a site plan, floor plan and all exterior elevations.

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

Signature of Applicant:

_____ Date: _____

Submit completed application and required attachments 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 (if applicable): _____

Public hearing date: _____

Date HPC Approved: _____

Date HPC Denied: _____

MINNEAPOLIS CODE OF ORDINANCES
CHAPTER 599, HERITAGE PRESERVATION REGULATIONS

ARTICLE VI. CERTIFICATE OF APPROPRIATENESS

599.310. Purpose. Certificates of appropriateness are established to protect landmarks, historic districts and nominated properties under interim protection by providing the commission with authority to review and approve or deny all proposed alterations to a landmark, property in an historic district or nominated property under interim protection.

599.320. Certificate of appropriateness required. Any 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 appropriateness approved by the commission.

599.330. Application for certificate of appropriateness. An application for a certificate of appropriateness 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.

599.340. Hearing on application for certificate of appropriateness. The commission shall hold a public hearing on each complete application for a certificate of appropriateness as provided in section 599.170. The commission may approve, approve with conditions, or deny an application for certificate of appropriateness.

599.350. Required findings for certificate of appropriateness. (a) *In general.* Before approving a certificate of appropriateness, the commission shall make findings that the alteration will not materially impair the integrity of the landmark, historic district or nominated property under interim protection and 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, except as otherwise provided in this section.

(b) *Destruction of any property.* Before approving 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, the commission shall make findings that the destruction is necessary to correct an unsafe or dangerous condition on the property, or that there are no reasonable alternatives to the destruction. In determining whether reasonable alternatives exist, the commission shall consider, but not be limited to, the significance of the property, the integrity of the property and the economic value or usefulness of the existing structure, including its current use, costs of renovation and feasible alternative uses. The commission may delay a final decision for a reasonable period of time to allow parties interested in preserving the property a reasonable opportunity to act to protect it.

599.360. Certificate of appropriateness conditions and guarantees. (a) *In general.* Following commission approval of an application, the applicant shall receive a signed certificate of appropriateness and approved plans stamped by the planning director. The applicant shall produce such certificate of appropriateness and plans to the inspections department before a building permit or demolition permit may be issued. The signed certificate of appropriateness and stamped plans shall be available for inspection on the construction site together with any inspections department permit.

(b) *Mitigation plan.* The commission may require a mitigation plan as a condition of any approval for demolition or relocation of a landmark, property in an historic district or nominated property under interim protection. Such plan may include the documentation of the property by measured drawings, photographic recording, historical research or other means appropriate to the significance of the property. Such plan also may include the salvage and preservation of specified building materials, architectural details, ornaments, fixtures and similar items for use in restoration elsewhere.

(c) *Additional conditions and guarantees.* The commission may impose such conditions on any certificate of appropriateness and require such guarantees as it deems reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this chapter.

599.370. Changes in approved certificate of appropriateness. (a) *Minor changes.* Minor changes to an approved certificate of appropriateness may be authorized by the planning director where it is determined by the planning director that the changes are not significant and are consistent with the approval made by the commission.

(b) *Other changes.* Changes to an approved certificate of appropriateness other than changes determined by the planning director to be minor shall require amendment to the certificate by the commission. The requirements for application and approval of a certificate amendment shall be the same as the requirements for original approval.