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## NOMINATION APPLICATION

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This application packet is used to file an application(s) for the nomination of a property as an individual landmark or for a group of properties as an historic district 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 the required items for the application.

**599.210. Designation criteria.** The following criteria shall be considered in determining whether a property is worthy of designation as a landmark or historic district because of its historical, cultural, architectural, archaeological or engineering significance:

- (1) The property is associated with significant events or with periods that exemplify broad patterns of cultural, political, economic or social history.
- (2) The property is associated with the lives of significant persons or groups.
- (3) The property contains or is associated with distinctive elements of city or neighborhood identity.
- (4) The property embodies the distinctive characteristics of an architectural or engineering type or style, or method of construction.
- (5) The property exemplifies a landscape design or development pattern distinguished by innovation, rarity, uniqueness or quality of design or detail.
- (6) The property exemplifies works of master builders, engineers, designers, artists, craftsmen or architects.
- (7) The property has yielded, or may be likely to yield, information important in prehistory or history.

**599.220. Nomination of property.** Nomination of a property to be considered for designation as a landmark or historic district shall be submitted to the planning director on a nomination application form approved by the planning director and shall be accompanied by all required supporting information. A nomination may be made by any of the following:

- (1) A member of the heritage preservation commission.
- (2) A member of the city council.
- (3) The mayor.
- (4) The planning director.
- (5) Any person with a legal or equitable interest in the subject property.

**599.230. Commission decision on nomination.** The commission shall review all complete nomination applications. If the commission determines that a nominated property appears to meet at least one (1) of the criteria for designation contained in section 599.210, the commission may direct the planning director to prepare or cause to be prepared a designation study of the property. In cases where an application for demolition is initiated by the property owner, the planning director may determine that the property owner bears the full financial responsibility of conducting the designation study. In all cases, the planning director shall

<p>For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.</p>
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define the scope of services for a designation study, review qualifications of agent conducting study and make a determination of what constitutes a final submission upon completion.

**599.240. Interim protection.**

- (a) *Purpose.* Interim protection is established to protect a nominated property from destruction or inappropriate alteration during the designation process.
- (b) *Effective date.* Interim protection shall be in effect from the date of the commission's decision to commence a designation study of a nominated property until the city council makes a decision regarding the designation of the property, or for one (1) year, whichever comes first. Interim protection may be extended for such additional periods as the commission may deem appropriate and necessary to protect the designation process, not exceeding a total period of eighteen (18) months. The commission shall hold a public hearing on a proposed extension of interim protection as provided in section 599.170.
- (c) *Scope of restrictions.* During the interim protection period, no alteration or minor alteration of a nominated property shall be allowed except where authorized by a certificate of appropriateness or a certificate of no change.

**599.250. State historic preservation office review.** The planning director shall submit all proposed designations to the state historic preservation officer for review and comment. The state historic preservation officer shall have sixty (60) days from said date of submittal to provide comments to the planning director.

**599.260. City planning commission review.** The planning director shall submit all proposed designations to the city planning commission for review and comment on the proposal within thirty (30) days. In its review, the city planning commission shall consider but not be limited to the following factors:

- (1) The relationship of the proposed designation to the city's comprehensive plan.
- (2) The effect of the proposed designation on the surrounding area.
- (3) The consistency of the proposed designation with applicable development plans or development objectives adopted by the city council.

**599.270. Designation hearing.** Following completion of the designation study the commission shall hold a public hearing to consider the proposed designation, as provided in section 599.170.

**599.280. Commission recommendation.** Following the public hearing, the commission shall make findings with respect to the proposed designation and shall submit the same together with its recommendation to the city council. In making its findings and recommendation, the commission shall consider the designation criteria contained in section 599.210, the information contained in the designation study, the state historic preservation officer's comments, the city planning commission's comments, the planning director's report and all testimony and evidence received at the public hearing relating to the designation.

**599.290. City council decision.** The city council shall make the final decision on all designations.

**599.300. Design guidelines.** The commission shall adopt design guidelines for landmarks and historic districts. Prior to adoption, the planning director shall submit all proposed design guidelines to the state historic preservation officer for review and comment. The state historic preservation officer shall have sixty (60) days from said date of submittal to provide comments to the planning director.

## NOMINATION APPLICATION REQUIREMENTS CHECKLIST

**Staff will accept only complete applications that include all of the items listed below. 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 copy of the application submittal. Please see our instructions for electronic submittal: <a href="http://www.minneapolismn.gov/hpc/WCMS1P-106443">http://www.minneapolismn.gov/hpc/WCMS1P-106443</a>
	Completed Application Worksheet.
	Letter of support from the property owner, if applicable.
	Statement describing the applicant’s relationship to the property to be designated. This statement should indicate the applicant’s interest in or association with this property.
	Statement describing how the property meets at least one of the criteria for designation as a landmark or historic district contained in Section 599.210 of the Heritage Preservation Regulations.
	Statement describing the physical condition of the property and whether the property retains integrity (i.e. the ability to communicate its historical significance as evident in its location, design, setting, materials, workmanship, feeling and association).
	Map showing the location of the property.
	Photos of the property and existing structures. Must include the following items: <ul style="list-style-type: none"> <li>▪ Photos of all elevations of the structure(s)</li> <li>▪ Photos of significant interior features</li> </ul>

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

## NOMINATION APPLICATION WORKSHEET

<b>Applicant</b> <i>This person will be the primary contact for staff</i>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Property Owner</b>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Property Information</b>	Address(es)	
	Identification Number(s)	
	Legal Description	
<b>Historic or Current Name of Property</b> <i>(If applicable)</i>		

### NOMINATION APPLICATION

I understand that I must file the nomination application with the Department of Community Planning and Economic Development and obtain approval of this application 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 is correct and accurate to the best of my knowledge. When I submit this application, I authorize the Department of Community Planning and Economic Development to process the nomination application.

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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 applications upon further analysis of the proposed project.