
Administrative Preservation Application

What is this application form for?

Administrative preservation applications are used to make changes to a designated property or potential landmark under interim protection. They are reviewed by City staff. This form is for:

- Changing historic materials on the exterior
- Adding new exterior features that are not highly visible
- Less than 60% demolition of non-historic buildings or structures
- Changing some interior spaces that are designated
- Projects using historic rehabilitation tax credits that already have an approved Part 2 application

This application costs \$300.

Preparing Your Application

What do I need to include?

Your application must have **all** the following items to be complete:

	Completed Application Worksheet and Signature Section (go to page 3)
	E-mail or letter from the property owner (if you are not the owner) saying you may submit this application on their behalf
	Written description of the project, including measurements and materials. For example, explain the project background and describe what is changing and how. If applicable, mention how a feature is damaged or falling apart.
	Product information or material details. For example, brochures or spec sheets.
	Photos of the property, including all sides and close-ups of the work area.
	Paid fee: \$300 (go to page 4, Submitting Your Application)

Depending on your project, your application also needs these measured drawings or documents:

If you are:	Then also provide:
Adding/changing features to the exterior of the property or landscape, such as: <ul style="list-style-type: none"> • Stoops • Decks • Sheds 	An aerial map of the property that identifies the location of the new feature(s) <i>Or</i> A site plan drawing with: <ol style="list-style-type: none"> 1. Property lines 2. Streets, sidewalks, alleys, and driveways 3. Buildings (including garages or sheds) 4. Hard surfaces (example: patios or walkways) 5. Fences or walls (include height and materials) 6. Mechanical equipment (example: AC units) 7. North arrow 8. Date the plans were drawn
Adding/changing a feature on a building wall, such as: <ul style="list-style-type: none"> • Windows • Doors • Siding • Dryer vents 	Elevation drawings of each side of the building where work will be done
Adding/changing a feature on the interior that requires a change on the exterior, such as: <ul style="list-style-type: none"> • New or reduced openings • Accessibility ramps • Elevator shafts 	Floor plan drawings
Adding/changing features on an interior space that is designated, such as: <ul style="list-style-type: none"> • Changing a floor plan • Replacing ceilings or floors 	<ol style="list-style-type: none"> 1. Floor plan drawings 2. Interior elevation drawings 3. Room finishes chart
Adding/changing signs	Sign drawings from a licensed sign contractor
Applying for/receiving historic tax credits	Part 2 application approved by both the State Historic Preservation Office (SHPO) and the National Park Service
Applying for/receiving federal or state funds, permits, or licenses, such as: <ul style="list-style-type: none"> • HUD funds • US Army Corps permit • MN State Bonding funds 	Environmental review documents

Fees

<i>Application Type</i>	<i>Fee (dollars)</i>
Administrative preservation application	300

Administrative Preservation Application Worksheet

Please complete the following worksheet:

Project Name		
Property Information	Address(es)	
	<u>Property identification number(s)</u>	
Property Owner	Name	
	Mailing address	
	Phone number	
	Email	
Applicant <i>This is the main contact for the project. If you're not the owner, you must be allowed to apply.</i>	Name	
	Mailing address	
	Phone number	
	Email	

Signature Section

Please complete the signature section below:

I confirm that everything in this application is true and complete. I understand that if anything is missing or incorrect, it could delay or stop the review of my application. When I submit this application along with the correct fee, I give the Department of Community Planning and Economic Development permission to review the application.

Applicant's name (print): _____

Applicant's signature: _____

Date: _____

Are you the property owner? (check one) **Yes** **No**

Submitting Your Application

How do I submit my application?

Put the documents together into one PDF. Email the PDF (must be under 20MB total) to your assigned planner.

How do I pay the fee?

This application costs **\$300**. After emailing your application to your assigned planner, they will send you a project number that looks like this: **PLAN12345**. You will need the PLAN number and property address to make the payment.

Payments may only be made in the following ways:

- **By phone with a credit card** by calling 612-673-3734 between 8:00 a.m. and 4:00 p.m.
- **In-person with a check or credit card** at our Customer Service Counter (2nd floor, 505 4th Ave S) between 8:00 a.m. and 4:00 p.m.
- **By mailing a check** made out to the “Minneapolis Finance Department” and sent to the Minneapolis Planning Division, 505 4th Ave S, Suite 320, Minneapolis, MN 55415

Please watch for scams. Do not pay via wire transfer, gift card, or other electronic methods. E-mails from the City of Minneapolis will always come from an official @minneapolismn.gov address. Be sure to carefully check the sender’s e-mail, as scammers often use addresses with slight misspellings to trick you. If you get a suspicious request, do not respond, download attachments, or click on any links. Forward it to your assigned planner right away so we can investigate.

What happens next?

City staff will make sure everything is included **within 15 business days**. They will let you know in writing if anything is missing. They might ask for more information while they review your application. Once they determine that your application is complete, they will write a report that says if it is approved and list any conditions for the project. All administrative application decisions can be appealed to the Heritage Preservation Commission.

How will this application be reviewed?

City staff will review your complete application materials to determine whether your project meets the required findings. Findings are written statements that explain how a project follows the ordinance rules.

Staff will evaluate your project based on the following three (3) findings when reviewing your application:

1. The alteration is consistent with the applicable design guidelines.
2. The alteration is consistent with the applicable recommendations within the Secretary of the Interior’s Standards for Rehabilitation.
3. The alteration is consistent with the spirit and intent of the preservation ordinance and the applicable policies of the comprehensive plan.