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## Commission Preservation Application

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### What is this application form for?

Commission preservation applications are used to make changes to a designated property or potential landmark under interim protection. They are discussed in a public hearing before the Heritage Preservation Commission. This form is for:

- New construction of primary or accessory buildings
- Substantial rehabilitations or renovations
- Demolition of historic accessory buildings or structures
- Changes that do not follow the historic design guidelines or Secretary of the Interior's Standards
- Projects that replace a large amount of historic materials
- Projects that make a big difference in how the building looks

This application has different fees based on the lot area.

## Preparing Your Application

### What do I need to include?

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

	Pre-application meeting with your assigned planner
	Completed <b>Application Worksheet</b> and <b>Signature Section</b> (go to page 4)
	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.
	Written statement on how your project meets the <b>Required Findings</b> (go to page 3)
	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.
	Copies of the email or letter sent to the applicable <a href="#">neighborhood group</a> and <a href="#">City Council member</a> containing <b>all</b> the following information: <ul style="list-style-type: none"> <li>• Application Name: Commission Preservation Application</li> <li>• Applicant name, address, telephone number, and email address</li> <li>• Project address(es)</li> <li>• Short description of your project</li> </ul>
	Paid fee: varies (go to <b>Fees</b> on page 3 and <b>Submitting Your Application</b> on page 5)

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"> <li>• New Construction</li> <li>• Additions</li> <li>• Accessibility ramps</li> <li>• Accessory building demolition</li> </ul>	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"> <li>1. Property lines</li> <li>2. Streets, sidewalks, alleys, and driveways</li> <li>3. Buildings (including garages or sheds)</li> <li>4. Hard surfaces (example: patios or walkways)</li> <li>5. Fences or walls (include height and materials)</li> <li>6. Mechanical equipment (example: AC units)</li> <li>7. North arrow</li> <li>8. Date the plans were drawn</li> </ol>
Adding/changing a feature on a building wall, such as: <ul style="list-style-type: none"> <li>• Windows, doors, or siding</li> <li>• Partial building demolition</li> </ul>	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"> <li>• New or reduced openings</li> <li>• Accessibility ramps</li> <li>• Elevator shafts</li> </ul>	Floor plan drawings
Adding/changing features on an interior space that is designated, such as: <ul style="list-style-type: none"> <li>• Changing a floor plan</li> <li>• Replacing ceilings or floors</li> </ul>	<ol style="list-style-type: none"> <li>1. Floor plan drawings</li> <li>2. Interior elevation drawings</li> <li>3. Room finishes chart</li> </ol>
Adding/changing signs	Sign drawings from a licensed sign contractor
Constructing a large building or significantly changing an existing building or landscape	Preliminary Development Review (PDR) feedback. Not all projects require PDR. Check with Minneapolis Development Review office at <a href="mailto:Development@minneapolismn.gov">Development@minneapolismn.gov</a>
Applying for/receiving historic rehabilitation tax credits	Part 2 application submitted to 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"> <li>• HUD funds</li> <li>• US Army Corps permit</li> <li>• MN State Bonding funds</li> </ul>	Environmental review documents

## Required Findings

### What are findings?

Findings are written statements that explain how a project follows the ordinance rules. Your project needs to meet the findings in order for the City to approve it.

### Instructions

Write answers to the three (3) statements to explain how your project supports the findings. Send them as a separate document with 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](#).

## Fees

<i><b>Application Type</b></i>	<i><b>Fee (dollars)</b></i>
Commission preservation application	
0—9,999 square feet of lot area	500
10,000—43,559 square feet of lot area	850
43,560 square feet of lot area or more	1,150

## Commission Preservation Application Worksheet

Please complete the following worksheet:

<b>Project Name</b>		
<b>Property Information</b>	Address(es)	
	<u>Property identification number(s)</u>	
<b>Property Owner</b>	Name	
	Mailing address	
	Phone number	
	Email	
<b>Applicant</b> <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?

Find your application fee based on the lot area in the Fees table above. After emailing your application to your assigned planner, they will send you a project number that looks like this: **PLAN12345** and will confirm your application fee. 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 (2<sup>nd</sup> floor, 505 4<sup>th</sup> 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 4<sup>th</sup> 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 contact you with your scheduled public hearing date before the Heritage Preservation Commission.

## Public Hearings

### What is a Heritage Preservation Commission public hearing?

A public hearing is a formal meeting where the Heritage Preservation Commission (HPC) hears from the public on a specific project before making a decision. Public hearings are required by law for certain applications. All final decisions of the HPC can be appealed to the City Council.

*Example public hearing schedule:*

- City staff send public notices three (3) weeks before the HPC meeting.
- About one week before the HPC meeting, City staff publish the meeting agenda with staff reports and recommendations.
- The HPC meeting occurs on a Tuesday at 4:30pm.
- After the HPC makes a decision, there is a 10-calendar day appeal period. Anyone can file an appeal.
- If no appeal is filed, the HPC’s decision is final.
- If an appeal is filed, the final decision will be delayed by about 4-6 weeks, depending on the City Council calendar.