

## Determination of Local Eligibility Application – Historic District

### What is this application form for?

Determination of local eligibility applications for historic districts are used to determine whether a group of properties is a potential historic resource, which means it is eligible for local historic designation in Minneapolis. They are reviewed by City staff. If the group of properties is not already identified as a potential historic resource, this form is for:

- The first step in the nomination process

This application costs \$175.

### Preparing Your Application

#### What do I need to include?

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

	Completed <b>Application Worksheet</b> and <b>Signature Section</b> (go to page 2)
	List of addresses, property identification numbers, and property owners for each property in the proposed potential historic district from <a href="#">Hennepin County Property Information</a> .
	Current color photos (two photos per page) that shows views of buildings along important streets in the proposed potential historic district. <i>Do not use Google Street View images.</i>
	Historic resource survey: Historic survey forms for each property in the area you think is a potential historic district.
	Boundary map and description: Clearly outlined map and why you think these are the boundaries.
	Statement of significance: How does the proposed potential historic district meet at least one criterion for local historic designation?
	Statement of historic integrity: How does the proposed potential historic district reflect the time period in which it was significant?
	Copies of the email or letter sent to the applicable <a href="#">neighborhood group</a> , <a href="#">City Council member</a> , and <b>all</b> property owners in the proposed potential historic district containing <b>all</b> the following information: <ul style="list-style-type: none"> <li>• Application Name: Determination of Local Eligibility – Historic District</li> <li>• Applicant name, address, telephone number, and email address</li> <li>• List and map showing all proposed potential historic district addresses</li> <li>• Short description of proposed potential historic district, its significance, and historic integrity</li> </ul>
	Paid fee: \$175 (go to page 3, <b>Submitting Your Application</b> )

**Fees**

<i>Application Type</i>	<i>Fee (dollars)</i>
Determination of local eligibility	175

**Determination of Local Eligibility Application – Historic District Worksheet**

Please complete the following worksheet:

<b>Proposed potential historic district name</b>		
<b>Applicant</b> <i>This is the main contact for the application.</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 in the proposed potential historic district? (check one)    Yes    No**

## Submitting Your Application

### How do I submit my application?

Coordinate submittal of the application with Andrea Burke, Historic Preservation Supervisor, [andrea.burke@minneapolismn.gov](mailto:andrea.burke@minneapolismn.gov). Create an electronic folder for each surveyed property with a survey form and photos. Other required documents may be submitted as one PDF document. All documents must be submitted together.

### How do I pay the fee?

This application costs **\$175**. After coordinating the electronic submittal of your application with the Historic Preservation Supervisor, they will assign a planner. The assigned planner will send you a project number that looks like this: **PLAN12345**. You will need the PLAN number 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 10 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 letter with the determination **within 15 business days**. 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 the properties meet the required findings. Findings for this application type are written statements that explain why a collection of properties are considered a potential historic resource. Staff will evaluate the proposed potential historic district based on the following two (2) findings when reviewing your application:

1. The property or collection of properties is believed to meet at least one (1) of the criteria of significance for local designation as a landmark or historic district contained in section 599.710.
2. The property or collection of properties maintains historic integrity.

### What if my property is in a potential historic district?

- **Demolition:** You must get approval from the Heritage Preservation Commission before demolition. This approval is required before a wrecking permit can be issued for any property within the boundaries.
- **Nomination:** The group of properties may be nominated for designation as a local historic district by one of five entities authorized to do so in the City: the Mayor, a Council Member, the Planning Director, a Heritage Preservation commissioner, or the property owner.