



City of Minneapolis
CPED Planning Division
505 4th Avenue S, #320
Minneapolis, MN 55415
612-673-3000

Determination of Local Eligibility Application - Landmark

What is this application form for?

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

- Any project proposing demolition of a primary building or structure
- The first step in the nomination process
- Learning more about the history of your property

This application costs \$175.

Preparing Your Application

What do I need to include?

You must submit one application per property. Each application must have **all** the following items to be complete:

	Completed Application Worksheet and Signature Section (go to page 2)
	E-mail or letter from the property owner (if you are not the owner) saying you may submit this application on their behalf
	Current color photos (two photos per page) that show the full front, sides, and rear of the primary building and any other buildings or structures on the property. <i>Do not use Google Street View images.</i>
	Color aerial map that shows all buildings and structures on the property. Use arrows to label each building and include the address.
	Paid fee: \$175 (go to page 3, Submitting Your Application)

Fees

Application Type	Fee (dollars)
Determination of local eligibility	175

Determination of Local Eligibility Application – Landmark Worksheet

Please complete the following worksheet:

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 application. 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 Andrea Burke, Historic Preservation Supervisor, andrea.burke@minneapolismn.gov.

How do I pay the fee?

This application costs **\$175**. After emailing your application to 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 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 2 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 property meets the required findings. Findings for this application type are written statements that explain why a property is considered a potential historic resource. Staff will evaluate the property 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 a potential historic resource?

- **Demolition:** You must get approval from the Heritage Preservation Commission before demolition. This approval is required before a wrecking permit can be issued.
- **Nomination:** The property may be nominated to become a designated landmark 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.