
Demolition of Potential Historic Resource Application

What is this application form for?

Demolition of potential historic resource applications are used to demolish a building. Potential historic resources are not designated but have been determined eligible for local designation as a landmark or as part of a potential historic district. They are discussed in a public hearing before the Heritage Preservation Commission. This form is for:

- Tearing down a primary building, which means removing or enclosing 60% or more of the building.

This application costs \$450.

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 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. Explain why you are demolishing the building and any issues with its condition.
	Written statement on how your project meets the Required Findings (go to page 2)
	Photos of the property, including all sides and close-ups of all buildings.
	Survey or site plan drawing with: <ul style="list-style-type: none"> • Property lines • Streets, sidewalks, alleys, walkways, driveways, and fences • Buildings, including garages or sheds, proposed for demolition • North arrow • Date plans were drawn
	Copies of the email or letter sent to the applicable <u>neighborhood group</u> and <u>City Council member</u> containing all the following information: <ul style="list-style-type: none"> • Application Name: Demolition of Potential Historic Resource Application • Applicant name, address, telephone number, and email address • Project address(es) • Short description of your project
	Paid fee: \$450 (go to Fees on page 2 and Submitting Your Application on page 5)

Depending on your project, your application also needs these documents:

If you are:	Then also provide:
Stating the property is dangerous	<ul style="list-style-type: none"> • Structural engineer's report from a licensed engineer • Interior photos
Stating the property does not have significance or historic integrity	Written statement, and supporting documents, that explain your reason
Stating reuse of the property is not economically viable	Estimated cost to rehabilitate the building, following the Secretary of the Interior's Standards for Rehabilitation
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

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 *at least one* of the three (3) statements to explain how your project supports the finding(s). Send them as a separate document with your application:

1. The demolition is necessary to correct a structurally unsafe condition on the property based on a certified structural report from a licensed engineer.
2. The property does not meet at least one (1) of the criteria of significance found in section 599.710 and does not retain historic integrity.
3. A rehabilitation is not economically viable to put the property to a reasonable use based on a cost estimate for a qualified rehabilitation using the [Secretary of the Interior's Standards for Rehabilitation](#).

Fees

Application Type	Fee (dollars)
Demolition of potential historic resource	450

Demolition of Potential Historic Resource Application 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 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 **\$450**. 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 (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 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 4:30 p.m.
- 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.