



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

Appeal of the Decision of the Heritage Preservation Commission Application

What is this application form for?

Appeals of the Decision of the Heritage Preservation Commission applications are used to challenge a decision by the Heritage Preservation Commission (HPC). The appeal application must be sent to City staff within 10 calendar days of the HPC's meeting. They are discussed in a public hearing before a Committee of the City Council. This form is for:

- Disagreeing with the HPC's final decision on any application
- Disagreeing with the HPC's condition(s) of approval on any application

This application costs \$450.

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 2)
	Written description of what is being appealed and why you are appealing it. You may include extra materials, such as photos or drawings, to support your appeal, but you only need the written description.
	Paid fee: \$450 (go to Submitting Your Application on page 3)

Fees

Application Type	Fee (dollars)
Appeal of the ruling of the heritage preservation commission	450

Appeal of the Decision of the Heritage Preservation Commission Application Worksheet

Please complete the following worksheet:

Project Name <i>You can find this on the HPC agenda.</i>			
PLAN Number <i>This is the City's project number. You can find it on the HPC agenda. Example: PLAN12345</i>			
Property Information	Address(es)		
	Property identification number(s)		
Property Owner	Name		
	Mailing address		
Appellant <i>This is the person submitting the appeal.</i>	Name		
	Mailing address		
	Phone number		
	Email		

Signature Section

Please complete the signature section below:

I am filing an appeal of the decision of the Heritage Preservation Commission. 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.

Appellant's name (print): _____

Appellant'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 by 4:30 p.m. on the final day of the appeal period. Late applications will not be accepted.

How do I pay the fee?

The application costs **\$450**. Contact the assigned planner as soon as possible so they can set up the fee for you to pay. You will need the PLAN number and property address to make the payment. The fee must be paid by the appeal deadline.

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 the assigned planner right away so we can investigate.

What happens next?

City staff will make sure everything is included **by the appeal deadline**. 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 a Committee of the City Council.

Public Hearings

What is a Committee of the City Council public hearing?

A public hearing is a formal meeting where a Committee of the City Council hears from the public on a specific project before making a recommendation. Public hearings are required by law for certain applications. The Committee's recommendation will be forwarded to the full City Council for a final decision. Another public hearing will not take place at the full City Council. Final decisions of the full City Council cannot be appealed.

Example public hearing schedule:

- City staff send public notices ten (10) days before the Committee meeting.
- About three days before the Committee meeting, City staff publish the meeting agenda.
- The Committee meeting occurs on a Tuesday at 1:30 p.m.
- After the Committee makes a recommendation, the item will be decided by the City Council at their next meeting.
- The City Council's decision is final.