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## Nomination Application – Historic District

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### What is this application form for?

Nomination applications for historic districts are used to ask the City to study a group of properties for historic designation. They are discussed in a public hearing before the Heritage Preservation Commission. This form is for:

- Nominations of a potential historic district
- Nominations to amend the period of significance, criteria of significance, or to expand the boundaries of a designated historic district
- People who are allowed to nominate a group of properties in the City including the Mayor, Council Member, Heritage Preservation Commissioner, Planning Director, or person who owns or has legal rights to one (1) of the properties, but only if they first get permission from the owners of more than half of the properties in the nominated historic district.

There is no fee for this application.

## 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 3)
	List of addresses, property identification numbers, and property owners for each property in the nominated historic district from <a href="#">Hennepin County Property Information</a> .
	Current color photos (two photos per page) that show views of buildings along important streets in the nominated historic district. <i>Do not use Google Street View images.</i>
	Written statement on how the group of properties meets the <b>Required Findings</b> (go to page 2)
	<p>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 nominated historic district containing <b>all</b> the following information:</p> <ul style="list-style-type: none"> <li>• Application Name: Nomination Application – Historic District</li> <li>• Applicant name, address, telephone number, and email address</li> <li>• List and map showing all nominated historic district addresses</li> <li>• Short description of nominated historic district, its significance, and historic integrity</li> </ul>

**Your application also needs these supporting documents for a historic district nomination:**

<b>What you need:</b>	<b>What it is:</b>
<b>Potential Historic Resource decision</b> <i>This is not required for the Mayor and Council Members</i>	Email or letter from City staff that confirms the group of properties is a potential historic district.
<b>Reason for nomination</b>	Explain why you think these properties should be considered a historic district.
<b>Boundary map and description</b>	Clearly outlined map and why you think these are the boundaries of the historic district.
<b>Physical description</b>	Describe what the historic district looks like including the types of buildings, how they are arranged, and any special features.
<b>Historic background</b>	Share what you know about the history of the historic district, including who built the properties, when they were built, who lived or worked there, and any important events.
<b>Statement of significance</b> <i>This is finding #2</i>	How does the historic district meet at least one criterion for local historic designation?
<b>Statement of historic integrity</b> <i>This is finding #3</i>	How does the historic district reflect the time period in which it was significant?
<b>Property owner consent for majority support</b> <i>This is only required for a property owner</i>	Fill out the <b>Affidavit of Consent for Nomination of Historic District Form</b> (go to page 5) and <b>Consent Petition for Historic District Nomination</b> (go to page 6). The owner must get permission to apply from more than half of the other property owners in the nominated historic district.
<b>Nomination amendments</b> <i>This is only for amending a current designation</i>	Written explanation and map, if applicable, to show why the period of significance or criteria of significance should be changed and/or why the boundary should be expanded.

**Required Findings****What are findings?**

Findings for this application type are written statements that explain why a group of properties is important and should be considered for nomination as a historic district. The nomination needs to meet the findings in order for the City to recommend a designation study.

**Instructions**

Write answers to the three (3) statements to explain how your nomination supports the findings. Send them as a separate document with your application:

1. The information provided is sufficient to recommend a designation study.
2. The property or collection of properties meets at least one (1) local criterion contained in section 599.710 to be studied as a historic landmark or district.
3. The property or collection of properties retains sufficient historic integrity to be studied as a historic landmark or district.

## Nomination Application – Historic District Worksheet

Please complete the following worksheet:

<b>Historic District Name</b>		
<b>Total number of properties in historic district</b>		
<b>Total number of property owners that gave consent, if applicable</b>		
<b>Applicant</b>  <i>This is the main contact for the application. You must notify all property owners in the historic district 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, I give the Department of Community Planning and Economic Development permission to review the application.

**Applicant's name (print):** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check the box that shows your authorized nominator role? (check one)**

<input type="checkbox"/>	<b>Mayor</b>
<input type="checkbox"/>	<b>Council Member</b>
<input type="checkbox"/>	<b>Heritage Preservation Commissioner</b>
<input type="checkbox"/>	<b>Planning Director</b>
<input type="checkbox"/>	<b>Person with legal or equitable interest in property</b>

## 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. After emailing your application to your assigned planner, they will send you a project number that looks like this: **PLAN12345**.

### 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.

## Affidavit of Consent for Nomination of Historic District Form

**Only for the Applicant who is a Property Owner in the Nominated Historic District:**

**Affidavit Statement**

I, or someone I gave permission to speak for me, told all property owners (except for streets and alleys) within the nominated historic district about the nomination. Per section 599.610 (6) in the Heritage Preservation Regulations of the Minneapolis Code of Ordinances, I also have support from more than half of the property owners as shown in the **Consent Petition for Historic District Nomination**.

**Applicant's name (print):** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Notary Public Hennepin County, Minnesota**

**Signature:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Consent Petition for Historic District Nomination****For Property Owners in the Nominated Historic District:**

I give my approval for \_\_\_\_\_ (name of applicant), who is a property owner in the nominated historic district, to submit this nomination for the \_\_\_\_\_ Historic District in Minneapolis. I understand that my property is within the boundaries.

*Please use the fillable PDF form so that it is easy to read and understand. Make copies as needed.*

Address	Property Identification Number	Property Owner	Property Owner Signature

[illegible]

[illegible]