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## Historic Exception Application

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### What is this application form for?

Historic exception applications are used to request exceptions to the Zoning Code for a designated property. They are discussed in a public hearing before the Heritage Preservation Commission. Examples of exceptions from the Zoning Code include:

- Change in use
- Smaller minimum setback
- Signage requirements
- Specific site conditions

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 <b>Application Worksheet and Signature Section</b> (go to page 4)
	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 the project background and how the space or feature will be used in the future. Why do you need an exception to the Zoning Code?
	Written statement on how your project meets the <b>Required Findings</b> (go to page 3)
	Photos of the property, including all sides and close-ups of the work area.
	Copies of the email or letter sent to the applicable <u>neighborhood group</u> and <u>City Council member</u> containing <b>all</b> the following information: <ul style="list-style-type: none"><li>• Application Name: Historic Exception Application</li><li>• Applicant name, address, telephone number, and email address</li><li>• Project address(es)</li><li>• Short description of your project</li></ul>
	If you are also submitting a Commission Preservation Application, please talk with your assigned planner about combining application materials.
	Paid fee: \$450 (go to <b>Fees</b> on page 3 and <b>Submitting Your Application</b> on page 5)

**Depending on your project, your application also needs these measured drawings or documents:**

If you are:	Then also provide:
<p>Adding/changing features to the exterior of the property or landscape, such as:</p> <ul style="list-style-type: none"> <li>• New construction</li> <li>• Additions</li> <li>• Accessibility ramps</li> <li>• Accessory building demolition</li> </ul>	<p>An aerial map of the property that identifies the location of the new feature(s)</p> <p><i>Or</i></p> <p>A site plan drawing with:</p> <ol style="list-style-type: none"> <li>1. Property lines</li> <li>2. Streets, sidewalks, alleys, and driveways</li> <li>3. Buildings (including garages or sheds)</li> <li>4. Hard surfaces (example: patios or walkways)</li> <li>5. Fences or walls (include height and materials)</li> <li>6. Mechanical equipment (example: AC units)</li> <li>7. North arrow</li> <li>8. Date the plans were drawn</li> </ol>
<p>Adding/changing a feature on a building wall, such as:</p> <ul style="list-style-type: none"> <li>• Windows, doors, or siding</li> <li>• Partial building demolition</li> </ul>	<p>Elevation drawings of each side of the building where work will be done</p>
<p>Adding/changing a feature on the interior that requires a change on the exterior, such as:</p> <ul style="list-style-type: none"> <li>• New or reduced openings</li> <li>• Accessibility ramps</li> <li>• Elevator shafts</li> </ul>	<p>Floor plan drawings</p>
<p>Adding/changing features on an interior space that is designated, such as:</p> <ul style="list-style-type: none"> <li>• Changing a floor plan</li> <li>• Replacing ceilings or floors</li> </ul>	<ol style="list-style-type: none"> <li>1. Floor plan drawings</li> <li>2. Interior elevation drawings</li> <li>3. Room finishes chart</li> </ol>
<p>Adding/changing signs</p>	<p>Sign drawings from a licensed sign contractor</p>
<p>Constructing a large building or significantly changing an existing building or landscape</p>	<p>Preliminary Development Review (PDR) feedback. Not all projects require PDR. Check with Minneapolis Development Review office at <a href="mailto:Development@minneapolismn.gov">Development@minneapolismn.gov</a></p>
<p>Applying for/receiving historic rehabilitation tax credits</p>	<p>Part 2 application submitted to the State Historic Preservation Office (SHPO) and the National Park Service</p>
<p>Applying for/receiving federal or state funds, permits, or licenses, such as:</p> <ul style="list-style-type: none"> <li>• HUD funds</li> <li>• US Army Corps permit</li> <li>• MN State Bonding funds</li> </ul>	<p>Environmental review documents</p>

## 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 the two (2) statements to explain how your project supports the findings. Send them as a separate document with your application:

1. The exception is compatible with the preservation of the designated property and with other properties in the area.
2. The exception is necessary to alleviate practical difficulties due to special conditions or circumstances unique to the designated property and not created by the applicant.

### Fees

<i>Application Type</i>	<i>Fee (dollars)</i>
Historic exception	450

## Historic Exception Application Worksheet

**Please complete the following worksheet:**

<b>Project Name</b>		
<b>Property Information</b>	Address(es)	
	Property identification number(s)	
<b>Property Owner</b>	Name	
	Mailing address	
	Phone number	
	Email	
<b>Applicant</b> <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?

The 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 (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 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.