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## HISTORIC REVIEW LETTER REQUEST

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Property Address: \_\_\_\_\_

Property Identification Number (PIN/PID/APN): \_\_\_\_\_

FOR PIN/PID/APN, please see: <http://apps.ci.minneapolis.mn.us/AddressPortalApp/> **\*Each Property ID requires its own historic review letter request.**

### **Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner Signature *\*required*: \_\_\_\_\_

*Or attached letter or email from Property Owner with signature.*

### **Applicant** *If different from the property owner.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### **Required Materials:**

1. High quality (minimum 4"x6") color photos clearly showing *each* full elevation (i.e. façade) of the primary building and any accessory buildings (no Google Street View pictures).
2. Color aerial map showing all buildings on the parcel. Identify each building and address with an arrow.
3. \$150.00 payment for each letter requested.

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**EMAIL REQUEST FORM AND REQUIRED MATERIALS TO:** Andrea Burke, Historic Preservation Supervisor, CPED, Subject: Historic Review Letter Request, [andrea.burke@minneapolismn.gov](mailto:andrea.burke@minneapolismn.gov). She will then email instructions for payment by phone. *Do not mail an application.* Please allow **TEN BUSINESS DAYS** for the Historic Review Letters to be processed after the application is deemed complete by staff and payment has been processed.

## WHEN IS A HISTORIC REVIEW LETTER RECOMMENDED?

A historic review letter is recommended when a project may involve the demolition or partial demolition of a property that may have historic significance as defined in section 599.110. Historic review letters provide a cursory overview of historical building permits, city directories, past city reports and context studies, historic mapping, secondary resources, and any other readily available information to determine if a property *may* meet at least one (1) designation criteria. Determinations are valid for two (2) years, and the City reserves the right to reevaluate the determination upon receipt of additional information. These letters may be helpful when making decisions whether to pursue demolition, historic designation, or other projects involving development on a site that may be historic.

**599.110. Definitions.** *Historic resource.* A property that is believed to have historical, cultural, architectural, archaeological or engineering significance and to meet at least one (1) of the criteria for designation as a landmark or historic district.

### **599.210. - Designation criteria.**

The following criteria shall be considered in determining whether a property is worthy of designation as a landmark or historic district because of its historical, cultural, architectural, archaeological or engineering significance:

- (1) The property is associated with significant events or with periods that exemplify broad patterns of cultural, political, economic or social history.
- (2) The property is associated with the lives of significant persons or groups.
- (3) The property contains or is associated with distinctive elements of city or neighborhood identity.
- (4) The property embodies the distinctive characteristics of an architectural or engineering type or style, or method of construction.
- (5) The property exemplifies a landscape design or development pattern distinguished by innovation, rarity, uniqueness or quality of design or detail.
- (6) The property exemplifies works of master builders, engineers, designers, artists, craftsmen or architects.
- (7) The property has yielded, or may be likely to yield, information important in prehistory or history.

**599.460. Review of Demolitions.** The planning director shall review all building permit applications that meet the definition of demolition to determine whether the affected property is an historic resource. If the planning director determines that the property is not an historic resource, the building permit shall be approved. If the planning director determines that the property is an historic resource, the building permit shall not be issued without review and approval by the commission following a public hearing as provided in section 599.170.