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## Appeal of the Decision of the Planning Director Application

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### What is this application form for?

Appeals of the Decision of the Planning Director applications are used to challenge a decision by City staff. The appeal application must be sent to City staff within 10 calendar days of the staff decision. They are discussed in a public hearing before the Heritage Preservation Commission. This form is for:

- Disagreeing with staff's final decision on any application
- Disagreeing with staff'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 <b>Application Worksheet</b> and <b>Signature Section</b> (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 <b>Submitting Your Application</b> on page 3)

## Fees

<b><i>Application Type</i></b>	<b><i>Fee (dollars)</i></b>
Appeal of the ruling of the zoning administrator, planning director or other official involved in the administration or the enforcement of this preservation ordinance	450

## Appeal of the Decision of the Planning Director Application Worksheet

Please complete the following worksheet:

<b>Project Name</b>		
<b>PLAN Number</b> <i>This is the City's project number. You can find it on the staff decision.</i> <i>Example: PLAN12345</i>		
<b>Property Information</b>	Address(es)	
	Property identification number(s)	
<b>Property Owner</b>	Name	
	Mailing address	
<b>Appellant</b> <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 Planning Director. 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 (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 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 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.