
HISTORIC REVIEW LETTER REQUEST

Property Address: _____

Property Identification Number (PIN/PID/APN): _____

FOR PIN/PID/APN, please see: <http://apps.ci.minneapolis.mn.us/AddressPortalApp/> *One application per PIN/PID/APN.

Applicant

Name: _____

Address: _____

Phone number: _____

Email Address: _____

Property Owner *If different from applicant.*

Name: _____

Address: _____

Phone number: _____

Email Address: _____

Property Owner Signature Authorizing Review and Release of Letter to Applicant: _____

Or attached letter from Property Owner with signature.

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 the building(s) clearly identified with an arrow and their respective address.
3. \$150.00 payment for each letter requested.

EMAIL REQUEST FORM AND REQUIRED MATERIALS TO: Andrea Burke, Historic Preservation Supervisor, CPED, Subject: Historic Review Letter Request, 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.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

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 one (1) year, 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.