

## 3.9 Checklist

### Historic Resource Designation

Historic resource designation aims to preserve districts and landmarks that reflect elements of the city’s cultural, social, economic, political, engineering, visual, or architectural history. See UDC Section 50-37.8 for more information.

#### Starting the Application Process

- Submit your application materials to the One Stop Shop, Room 210 City Hall, four weeks prior to the HPC meeting. HPC meetings are held on the fourth Tuesday of each month. Your application must include the following:
  - Application Cover Sheet and Applicable Fee
  - Nomination form and any documentation

#### After Submitting Your Application

**1. Determination of Completeness.** Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the HPC meeting and the assigned staff person, and notifies you of state-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

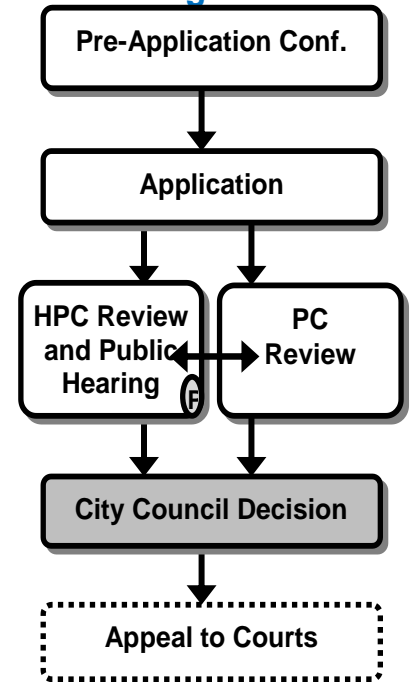
**2. Public Notice.** A mail notice will be sent by the City to property owners within 350 feet of the subject property.

**3. Heritage Preservation Commission Hearing.** The HPC will review the application, send it to Planning Commission for their review and recommendation, conduct a public hearing, and forward a recommendation to City Council. You will be notified when an HPC hearing is scheduled for your application. Meetings are scheduled at 2:00 pm on the fourth Tuesday of each month. **We ask that applicants attend this meeting.**

**4. City Council Decision.** The Historic Preservation Commission recommendation will be forwarded to City Council in the form of an ordinance, which will require two readings. City Council will make a decision whether to approve the historic resource designation, approve it with modifications, or deny it. The City Clerk’s office will send notice of the Council action to the applicant.

**5. Preservation Plan.** Historic landmarks and districts require a Preservation Plan. **You will need** to submit a Plan to the HPC for their approval. There is no fee for this process. Contact your assigned Planning Staff person if you need examples of Preservation Plans or guidance on this part of the process.

### Historic Resource Designation



**(P)** Indicates Public Hearing Required

#### Important Dates

**Application Deadline:**

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**Sign Notice Placed:**

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**HPC Mtg:**

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**Planning Commission:**

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**City Council (1<sup>st</sup> read)\*:**

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**City Council (2<sup>nd</sup> read)\*:**

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**Effective\*:**

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*\*Please note that these dates are approximate guidelines and may change*

CITY OF DULUTH **HPC FN \_\_\_\_\_**  
HISTORIC PRESERVATION COMMISSION  
LOCAL LANDMARK NOMINATION

- I. Name of Property
  - A. Historic:
  - B. Common:
- II. Location
  - A. Address:
  - B. Legal Description:
- III. Classification
  - A. Type of Property:
  - B. Current Use:
  - C. Current Zoning:
- IV. Current Owner
  - A. Name:
  - B. Address:
  - C. Telephone:
- V. Property Status
  - A. Occupied/Vacant:
  - B. Assessed Value:
  - C. Condition:
- VI. Historical Background
  - A. Year Built:
  - B. Architect and/or Builder:
  - C. Original Site:
  - D. Altered/Unaltered:
  - E. Architectural Style:
- VII. Description of Property
- VIII. Present Condition
- IX. Statement of Significance
- X. Findings On Designation Criteria

The following criteria are established by ordinance as the basis for designation of a site/district, with the requirement that the property proposed for designation meet at least one of the criteria.

Findings responding to each of the criteria are as follows:

**A. It has character, interest, or value as part of the development, heritage, or cultural characteristics of the City of Duluth, State of Minnesota, or the United States.**

**FINDING:**

**B. Its location was a site of a significant historical event.**

**FINDING:**

**C. It is identified with a person or persons who significantly contributed to the cultural development of the City of Duluth, State of Minnesota, or the United States.**

**FINDING:**

**D. It embodies a distinguishing characteristic of an architectural type.**

**FINDING:**

**E. It is identified as the work of an architect or master builder whose individual work has influenced the development of the City of Duluth or the State of Minnesota.**

**FINDING:**

**F. It embodies elements of architectural design, detail, materials, and craftsmanship which represent significant architectural innovation.**

**FINDING:**

**G. Its unique location or singular physical characteristics represent an established and familiar visual feature of a neighborhood, community, or the City as a whole.**

**FINDING:**

XI. Conclusions

A. Points in Favor:

B. Points in Opposition:

XII. Attachments

A. Bibliography

B. Location Map

C. Photos of subject property