
**APPEALS OF THE PLANNING DIRECTOR OR HERITAGE PRESERVATION COMMISSION
APPLICATION**

599.180. Appeals of decisions of the planning director. All findings and decisions of the planning director, building official, or other official involved in the administration or the enforcement of these heritage preservation regulations shall be final subject to appeal to the heritage preservation commission, except that appeal of a decision involving a violation of Title 5 of the Minneapolis Code of Ordinances, Building Code, or Title 12 of the Minneapolis Code of Ordinances, Housing, shall be as provided in the written order. Appeals may be initiated by any affected person by filing the appeal with the planning director on a form approved by the planning director and shall be accompanied by all required supporting information, as specified in section 599.160, and fees as specified in section 599.175. All appeals shall be filed within ten (10) calendar days of the date of the decision. Timely filing of an appeal shall stay all proceedings in the action appealed. No action shall be taken by any person to alter the property in any manner until after a final decision has been made by the heritage preservation commission, unless the planning director certifies to the commission, with service of a copy to the applicant, that a stay would cause imminent peril to life or property, in which case the proceedings shall not be stayed. The commission shall hold a public hearing on each complete application for an appeal as provided in section 599.170. All findings and decisions of the commission concerning appeals shall be final, subject to appeal to the city council as specified in section 599.190.

599.190. Appeals of decisions of the heritage preservation commission. All decisions of the heritage preservation commission, except decisions to commence designation studies pursuant to a nomination of property, designations, and transfers of development rights, shall be final subject to appeal to the city council and the right of subsequent judicial review. Appeals may be initiated by any affected person by filing the appeal with the planning director on a form approved by the planning director and shall be accompanied by all required supporting information, as specified in section 599.160, and fees as specified in section 599.175. All appeals shall be filed within ten (10) calendar days of the date of decision by the commission. No action shall be taken by any person to alter the property in any manner until expiration of the ten-day appeal period and, if an appeal is filed pursuant to this section, until after a final decision has been made by the city council. Not less than ten (10) days before the public hearing to be held by the city council to consider the appeal, the planning director shall mail notice of the hearing to the property owner and the surrounding property owners who were sent notice of the public hearing before the commission. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with this section has been made.

**APPEAL OF THE OF THE PLANNING DIRECTOR OR HERITAGE
PRESERVATION COMMISSION APPLICATION REQUIREMENTS CHECKLIST**

A complete application must be received in the Community Planning and Economic Development office within the prescribed time period. Faxed applications are not accepted. Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.

	Correct fees paid (checks payable to Minneapolis Finance Department). In addition to the application fee, the applicant shall pay the cost of first class postage based on the number of property owners to be notified (within 350 feet of the boundaries of the entire property in question). Please visit https://gis.hennepin.us/LocateNotify/ to determine the correct list of property owners. The applicant shall also pay a fee of twenty-five dollars (\$25.00) for publication in a newspaper of general circulation.
	Statement of reason for appeal.
	Completed Application Worksheet and signed Notice of Appeal form.
	Electronic copy of the application submittal.

FEEES

APPLICATION TYPE	FEE (DOLLARS)
Appeals of the ruling of the heritage preservation commission.	350 + cost of postage & publication
Appeals of the ruling of the planning director or other official involved in the administration or the enforcement of the heritage preservation ordinance.	350 + cost of postage & publication

APPEAL APPLICATION WORKSHEET

Appellant	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Email	

NOTICE OF APPEAL

Choose one:

_____ I, _____ (print name) do hereby file an exception to the Decision of the **Planning Director** as provided for in Chapter 599.180;

_____ I, _____ (print name) do hereby file an exception to the Decision of the **Heritage Preservation Commission** as provided for in Chapter 599.190;

Project Name	
Project Address	
PLAN Number	

Further, I do hereby request that I be given an opportunity to express my case before the proper committee of the City Council.

The action being appealed and the reasons for appealing the decision are attached and made a part of this notice of appeal.

Appellant's Name: _____

Appellant's Signature: _____ Date: _____