

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, eight 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
- Required fee
- Nomination form (see [Appendix](#)) and any documentation

Public Notice

A [mail notice](#) will be sent by the City to property owners within 350 feet.

Historic Preservation Commission Hearing

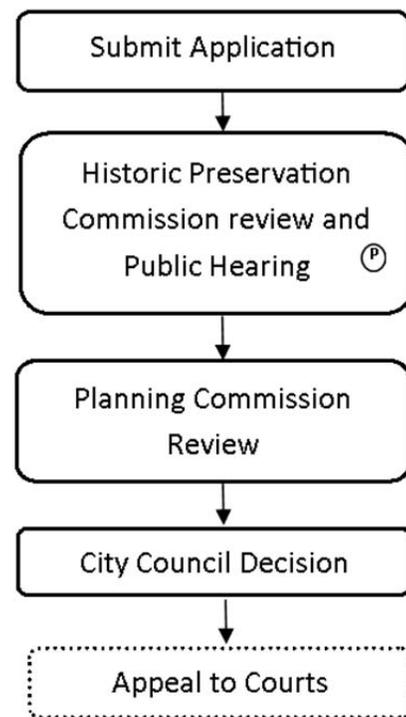
The Historic Preservation Commission will review the application, send it to Planning Commission for their review and recommendation, conduct a public hearing, and forward a recommendation to City Council. You will be notified when a Historic Preservation Commission hearing is scheduled for your application. Historic Preservation Commission meetings are scheduled at 2:00 pm on the fourth Tuesday of each month.

City Council Decision

The Historic Preservation Commission decision 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.

Historic Resource Designation



(P) Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

Historic Preservation Commission:

Planning Commission:

City Council (1st read)*:

City Council (2nd read)*:

Effective*:

**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