



City of Excelsior
339 Third St. • Excelsior, MN 55331
(952) 653-3674

**Historic Nomination
Application**

This application packet is used to file an application(s) for the nomination of a property as an individual landmark or for a group of properties as an historic district that requires approval by the Excelsior City Council. The packet is a tool for gathering information relevant to an application. It contains a checklist of the required items for the application.

Contact Information		
Property Owner:	Daytime Phone:	
Applicant:	Daytime Phone:	
Applicant's Mailing Address:		
City:	State:	Zip:
Applicant's Email Address:		

Property Description	
Name (Common, present or historic):	
Property Address:	Year Built:
Legal Description:	
Original Owner:	Original Use:
Architect:	Builder:

Applicant's Signature

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or an authorized representative.

Applicant Signature: _____

Date: _____

Review Process

- 1) **Nomination** – Any person may nominate a property to be designated a historic landmark. If a nomination is made by someone other than the property owner, the application is to be made by two applicants unless it is made by the Heritage Preservation Commission.
- 2) **Commission Preliminary Determination** - If the Commission determines that a nominated property or district appears to meet at least one of the criteria for designation, the Commission may make a preliminary determination and direct the Zoning Administrator to commence a designation study of the resource.
- 3) **Designation Study** - Within 10 days of the Preliminary Determination, the Zoning Administrator shall prepare formal designation studies when recommending the designation of landmarks or historic districts.
- 4) **State Historic Preservation Office and Excelsior Lake Minnetonka Historical Society review** - All proposed designations that the Commission deems worthy of preservation shall be submitted to the State Historic Preservation Office (SHPO) and Excelsior Lake Minnetonka Historical Society for a 60-day review period.
- 5) **Review of consistency with the Comprehensive Plan** - All proposed designations that the Commission deems worthy of preservation shall be reviewed by the zoning administrator for consistency with the Comprehensive Plan and zoning ordinance.
- 6) **Commission review** - After having received a recommendation from the SHPO and Excelsior – Lake Minnetonka Historical Society, the Commission shall hold a public hearing to consider the proposed designation.
- 7) **City Council Designation** - The Commission shall forward its recommendations, together with its findings of significance and eligibility, and with the comments of the SHPO and Excelsior – Lake Minnetonka Historical Society, to the City Council. The City Council shall make the final decision on all designations by ordinance. Such an ordinance shall require a three-fifths vote of all City Council members to be effective.

Designation Criteria

A property shall be eligible for landmark designation if the building meets the age criterion in Section 1 below, one or more of the criteria of Section 2 below, and one or more of the criteria of Section 3 below.

1. Age – landmarks should be at least 50 years old, unless the Commission determines that it has achieved significance within the past 50 years and is of exceptional importance.
2. Physical Integrity.
 - Retains original design features, materials, and/or character.
 - Maintained the original location or same historic context after having been moved.
 - Has been accurately reconstructed or restored based on documentation.

3. Significance.

a) Architectural.

- An outstanding representative of its era.
- One of the few remaining of a past architectural style or building form.
- Of artistic interest that is continuing to contribute to the cultural significance to the City, county, state or region.
- Example of the work of an architect or builder who has influenced the development of the City.
- Style particularly associated with Excelsior area.
- Demonstrates superior craftsmanship or high artistic value.
- Represents an innovation in construction, materials or design.

b) Social.

- Exemplifies cultural, political, economic, or social heritage of the community.
- Associated with an event or person of historic or cultural significance in national, state, or local history.

c) Geographic / Environmental.

- Enhances sense of identity of the community.
- Reflects an established and familiar natural setting or visual feature of the community.

Identification plaque. Those buildings or structures having been designated as historic preservation sites by the City Council may be awarded a numbered plaque to be displayed on the exterior of the site in full public view with the owner's consent. The plaque is to remain the property of the city and shall be removed by request of the commission should the site be so altered as to destroy the historic integrity of the site.

Application Requirements

Unless waived by the Planning Director, all of the following items must be provided with the Nomination Form application by the submittal deadline.

- Current and historic photographs of exterior of existing structure.
- Letter of support from the property owner, if applicable. If the application is made by someone other than the property owner without the owner's consent, at least two applicant
- Statement describing the applicant's relationship to the property to be designated. This statement should indicate the applicant's interest in or association with this property.
- Statement describing how the property meets at least one of the criteria for designation as a landmark or historic district contained in Section 599.210 of the City Code.
- Statement describing the physical condition of the property and whether the property retains integrity (i.e. the ability to communicate its historical significance as evident in its location, design, setting, materials, workmanship, feeling and association.)