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## MINNEAPOLIS HERITAGE PRESERVATION HISTORIC PLAQUE APPLICATION

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The Minneapolis Heritage Preservation Plaque Program began in 1977 for the purpose of commemorating homes and buildings in Minneapolis possessing various forms of historical or architectural significance. Property owners may apply to purchase bronze architectural tablets (or plaques) for display on their historically significant building. This information sheet provides further detail into the description of these plaques, the ordering process, and their mounting and care.

### Plaque Description

Plaques have a bronze surface metal color (raised), an antiqued fill-in, and are coated with a weather-resistant finish to protect them from the elements. There are openings centered on the left and right sides for attaching to the building with bolts, which are supplied with the plaque on delivery.

### Ordering Process and Timeframe

Applications are submitted along with payment in the form of a check made payable to the City of Minneapolis, Department of Finance. Once a determination of appropriateness has been made, the HPC Committee Clerk contacts applicant to confirm the order and review details and timeframe of order. Once payment has been processed, the plaque will be ordered, proofs returned, and the plaque goes into production. In general, it takes approximately one month from application to delivery.

### Cost and Payment Procedures

Cost per plaque with mounting bolts is \$441.18 and includes shipping, handling and all applicable taxes. If there are any changes in charges for design, setup, shipping, handling or applicable taxes, those details will be discussed with the applicant prior to the submission of their application.

### Mounting and Care

Plaques should be mounted to a flat surface with care taken not to create a moisture trap between the plaque and the wall surface. Mounting hardware will be included, and guidelines for positioning and attaching your plaque are outlined in a separate flyer. The property owner is responsible for mounting the plaque. Minneapolis Community Planning & Economic Development (CPED) takes no responsibility or liability for faulty installations.

### Sample Template

The following graphic is a sample template representing an individually designated building. Oval graphics and text for buildings located in individually designated districts will vary according to district.



**PLAQUE PROGRAM APPLICATION WORKSHEET**

<b>Applicant/Owner</b>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Email	
<b>Historic Property Information</b>	Address	
	Historic District or Landmark Name	
	Historic or Current Name of Property (If applicable)	

**FEES**

<b>APPLICATION TYPE</b>	<b>FEE (DOLLARS)</b>
<b>Individual Plaque<sup>1</sup></b>	441.18

Payment must be submitted with the application. Applications will not be processed until payment has been made in full. **Please make checks payable to:** City of Minneapolis, Department of Finance.

Submit completed application and payment to:

Minneapolis CPED, Planning Division  
 Attn: Tina Beech  
 505 4th Avenue South, #320  
 Minneapolis, MN 55415

Staff will contact you prior to placing the order to confirm the plaque message which will include the historic name and/or address of the property, and date of construction.

Please contact Rob Skalecki, Senior City Planner, (Robert.Skalecki@minneapolismn.gov), if you have additional questions or comments regarding the plaque ordering process.

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Applicant's name and signature

Date

<sup>1</sup> Current plaques prices with supplied mounting bolts are \$340.00, plus an Art & Setup fee of \$75.00, and an estimated \$26.18 for shipping and handling. Prices may be subject to change from the provider, and staff will get in contact with the applicant if additional fees may be required.