

## Establishing Criteria for Historical Significance

Commissions apply a set of formally adopted criteria when evaluating survey information about properties. These are generally consistent with those established by the Secretary of the Interior for evaluating eligibility to the National Register of Historic Places.

Typically, in order to be eligible for listing as a property of historic significance, it must first meet a set of threshold criteria related to age and integrity, and then must meet criteria related to significance. Historic significance threshold criteria are:

### Age

Generally, a property must be 50 years old or older at the time of nomination. There are exceptions to this rule, however, to accommodate significant modern buildings.

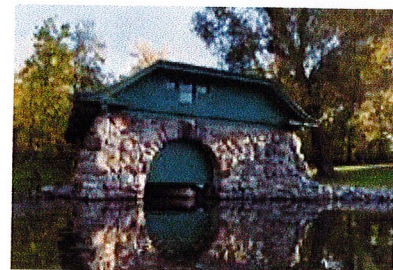
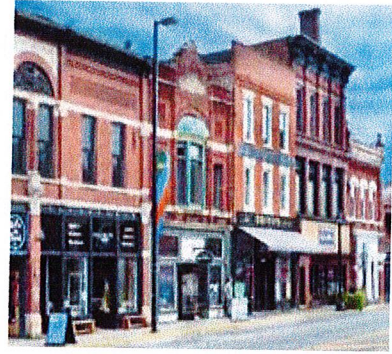
### Significance criteria

A property must then have significance in one or more categories. Typical categories are:

- Association with historic events or trends
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- Potential to yield information that will contribute to a better understanding of our past

### Historic contexts and themes

Historic contexts discuss the patterns and trends that produced individual properties in the community. The core premise is that properties represent interweaving factors in history and did not occur in isolation. These are used in understanding potential significance. Themes group information related to historic resources based on a subject, specific time period or geographic area. The relative importance of individual historic resources is better understood by determining how they fit into a theme. Individual historic resources may relate to more than one theme.





## C. Types of Historic Properties

Historic properties come in a variety of forms. These are the typical categories:

### Building

A structure intended to shelter some sort of human activity. Examples include a house, barn, hotel, or church.

### Historic District

A geographically definable area, possessing a significant concentration of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development.

### Object

Usually artistic in nature, or small in scale when compared to structures and buildings, and generally associated with a specific setting or environment. Examples of objects are monuments, sculptures and fountains.

### Site

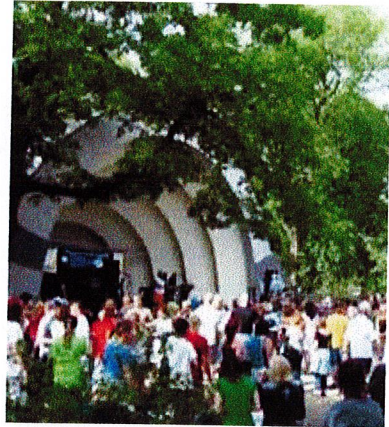
A discrete area significant solely for activities in that location in the past, such as a battlefield or designed landscape (parks and gardens).

### Structure

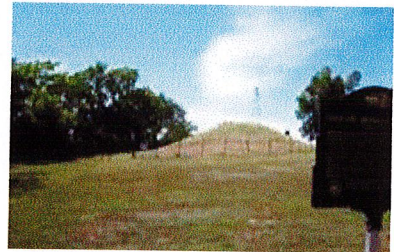
A functional construction meant to be used for purposes other than sheltering human activity. Examples include, an aircraft, a ship, a grain elevator, and a bridge.

Other categories also are used. These include:

- Cultural landscape
- Traditional cultural property
- Maritime sites
- Archaeological resources



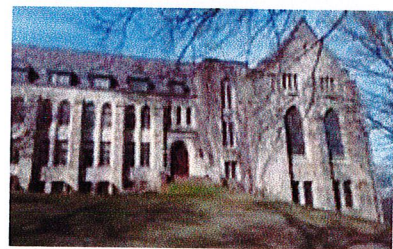
*A bandshell is categorized as an "object" property type.*



*The Indian Mounds Park Mound Group is classified as site.*



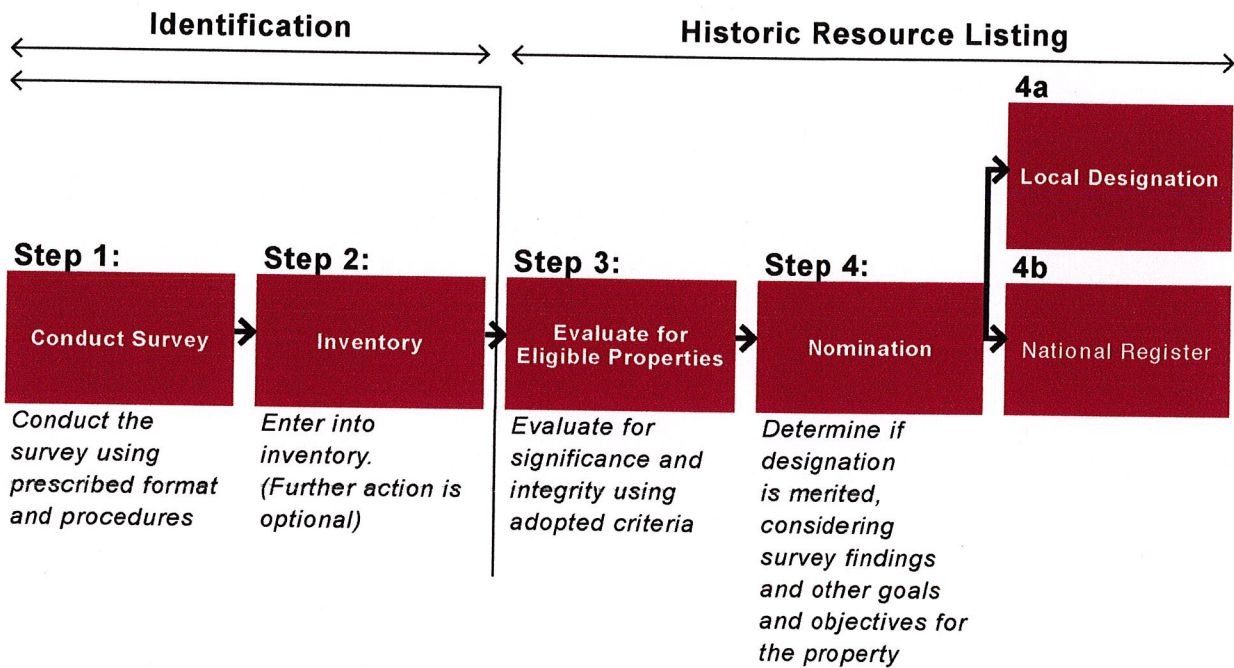
*An archaeological resource is a property type.*



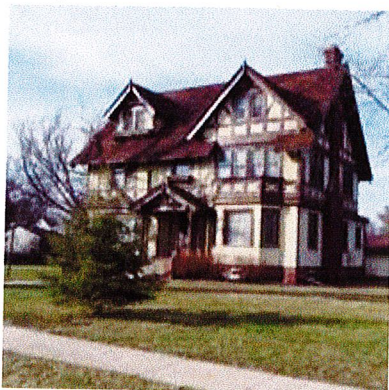
*A "building" is a structure intended to shelter some sort of human activity.*

## The Identification and Designation Sequence

Commissions use an orderly process for conducting surveys and entering the data into an inventory. They then evaluate the significance of properties, and next decide how to respond to those findings. This may lead to nomination to one or more historic registers. This chart displays the identification process, in combination with the subsequent, optional, designation process.

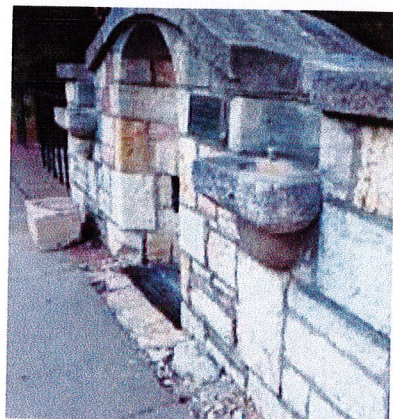




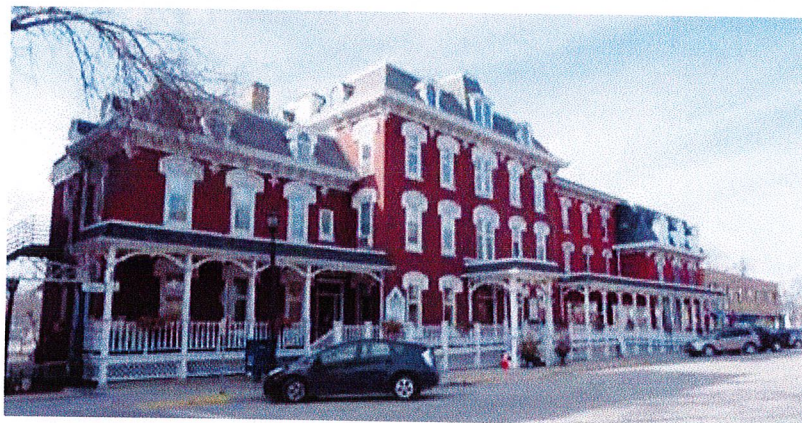
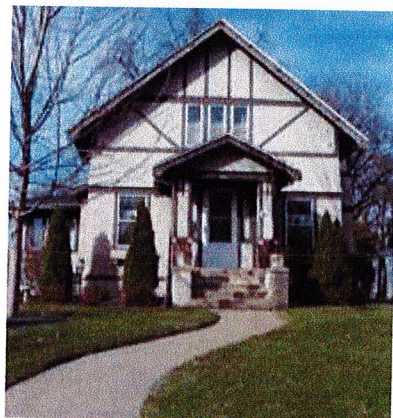


## A. Designating Historic Properties

The designation of individual properties and districts as historic is fundamentally a zoning power and may only be made by a local governing body (i.e. Mayor/Council) through adoption of an ordinance. The designation ordinance should include findings that describe the historic, architectural or archeological significance of the property, the boundaries of the property, and reference the applicable ordinance or section of the local code that allows the Council to make the designation and review alterations to those properties.



Designating a property or a district can sometimes be a long and occasionally contentious process. The Commission should consider holding special information meetings or forums with community groups and property owners to answer questions, dispel myths, and discuss the community's concerns prior to holding a formal vote on whether to recommend designation of the property. Such outreach can be very important when it comes time to present the designation request to the City Council.





## Heritage Preservation Site Designation

Type 4 Review

### GENERAL INFORMATION

#### 1. Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

2. Property Identification Number (PID) for this application:

3. Property Address for this application:

Street:	City: Northfield	State: MN	Zip: 55057
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4. Project Name and Project Description:

#### 5. Property Owner

☐ Same as the Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

#### 6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

#### City Use Only

Received by:	Date Received:	Date Complete:
Permit No.:	Fee:	Date Paid:
Other:	Escrow:	Date Paid:

Community Development | 801 Washington Street  
Northfield, MN 55057

Phone: 507-645-3059  
[www.ci.northfield.mn.us](http://www.ci.northfield.mn.us)

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*Nomination form example from Northfield, MN for designating a property as a Heritage Preservation Site.*

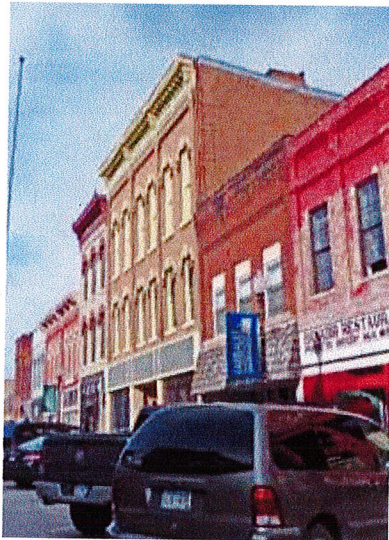
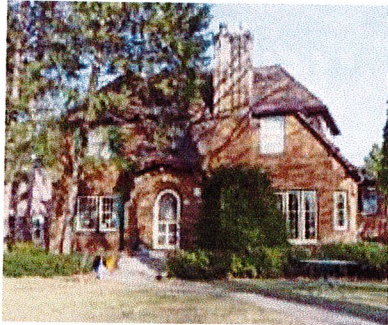


## STEPS IN A LOCAL ORDINANCE:

The steps listed here may vary from those in some local ordinances. Always check for any differences.

### NOTE:

Chapter 5 provides more detail about hearing procedures.



## The Steps in the Designation Process

If a survey indicates that a property is eligible for designation and the owner is interested in doing so, these are the typical steps.

### 1. Prepare the nomination

Include descriptions of significance along with key features and other data as specified in the ordinance and rules and procedures. The nomination should include a statement that describes why the property/district is significant and relates it to the criteria published in the ordinance.

### 2. File the nomination with the HPC

Check for completeness of documentation before continuing.

### 3. Schedule a HPC hearing

Provide public notice, as required in the ordinance.

### 4. Preservation commission decision

The commission's action is a recommendation to the governing body.

### 5. Referral to Planning Commission

After the Preservation Commission's decision, the nomination is sent to the Planning Commission, and at this stage, is also sent to the SHPO for comment.

### 6. City Council/county commissioners hearing

Also conducted according to due process requirements, including appropriate public notice.

### 7. Appeal

Follow the process specified in the ordinance. Because designations are legislative actions, appeals by property owners or other eligible parties are typically heard by City Council.

## What is the Commission's Role?

The local preservation commission reviews designation applications/nominations and makes a recommendation to the elected body. Because designation is a zoning action, it is the City Council that typically has the legal authority to designate properties as historic.



## D. Significance and Integrity

### Age of Historic Resources

In general, properties must be at least 50 years old before they can be evaluated for potential historic significance, although exceptions do exist when a more recent property clearly has historic value.

### Significance

To be eligible for designation as a historic resource, a property must demonstrate significance in terms of criteria that are adopted. Most local governments apply criteria adapted from those established by the Secretary of the Interior:

- Association with events or trends important in the history of the community
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- The potential to yield information that will contribute to a better understanding of our past

### Integrity

In addition to demonstrating significance, a property must retain physical integrity to reflect that significance; it must not have been substantially altered since the period of historical association.

Integrity includes the aspects of location, design, setting, materials, workmanship, feeling and association. A majority of the resource's structural system and materials and its key character-defining features should remain intact.

