



## Minneapolis Heritage Preservation Historic Plaque Program

### INFORMATION SHEET

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 is \$269.85 plus shipping. If there are any additional charges for graphics, layout, or typesetting, 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.



# APPLICATION

**\*\* PLEASE PRINT CLEARLY \*\***

**Applicant/Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Historic Property (Plaque Information)**

Building Address: \_\_\_\_\_

Building Name: \_\_\_\_\_

District/Ward/Neighborhood: \_\_\_\_\_

**Comments or Additional Information**

\_\_\_\_\_

**PLEASE NOTE:**

**The cost of the plaque starts at \$269.85. There are additional fees that need to be included in payment. Please contact the Committee Clerk to verify current pricing. Payment must be submitted with 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:**

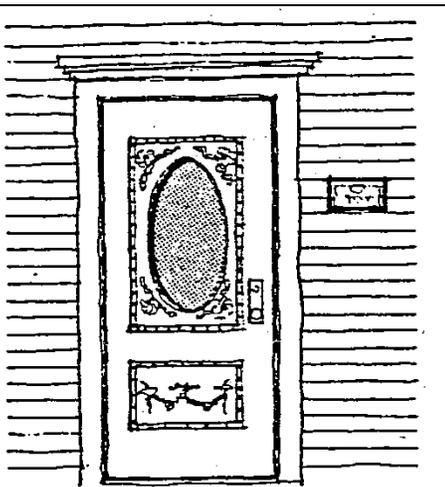
Minneapolis CPED, Land Use, Design and Preservation  
Attn: Fatimat Porter, Committee Clerk  
250 South 4<sup>th</sup> Street, #300 PSC  
Minneapolis, MN 55415-1385

\_\_\_\_\_  
***Applicant's Signature***

\_\_\_\_\_  
***Date***

## POSITIONING AND MOUNTING INSTRUCTIONS

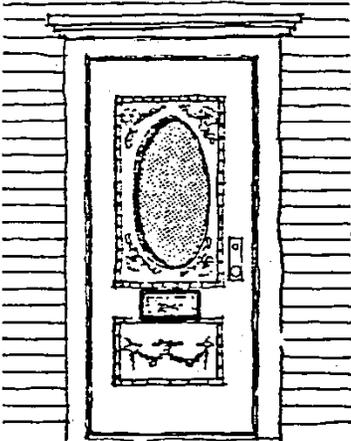
Congratulations on your purchase of a historic plaque, and thank you for your participation in this exciting program. Because the plaque program was designed to enhance the architectural quality of historic structures in Minneapolis, great care should be taken in the placement and mounting of the plaque.



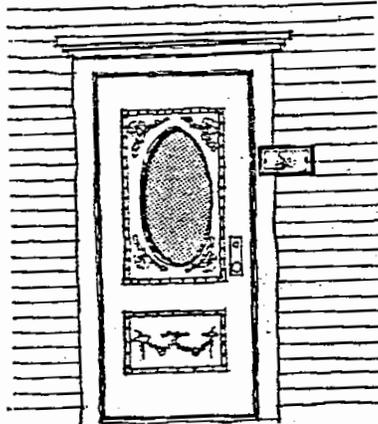
The plaque is designed to be mounted directly to your building. It should be positioned at, or just below, eye level to either side of the primary entrance of the building.

The plaque should be mounted to a flat surface with care taken not to create a moisture trap between the plaque and the wall surface.

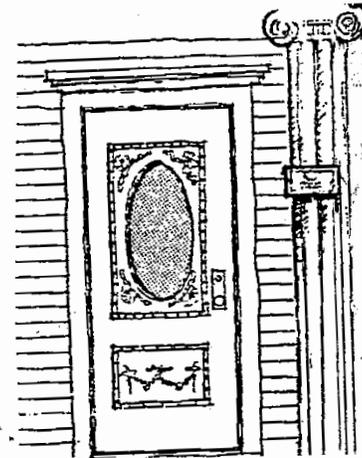
The plaque package contains mounting bolts for wood or masonry wall application. If mounting the plaque to a masonry surface, the mounting bolts should be installed at the mortar joint, not into the brick or stone.



DO NOT mount the plaque to the door.



DO NOT overlap adjacent architectural features.



DO NOT mount the plaque on columns or curved surfaces.

Finally, DO NOT project the plaques beyond the building edges.

If you have any further questions regarding the location or mounting of the plaque, please call Fatima Porter at 612.673.3153.