



Department of Planning and Economic  
Development 25 Fourth Street West, Suite 1400  
Saint Paul, MN 55102  
Phone: (651) 266-9078  
APPLYHPC@STPAUL.GOV

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## HISTORIC PROPERTIES ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) REQUEST FOR PROPERTY STATUS DETERMINATION

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Staff have reviewed the proposed project with the submitted Property Evaluation Application and have concluded that the project meets the threshold for a Property Status Determination review based upon the submitted application, corresponding documents, and staff expertise.

The next step of the process is a written report, as outlined below, which shall be completed and submitted to staff to determine whether the subject site is contributing or non-contributing to the State and/or National Register District or Site. This can be completed by the applicant using the resources outlined below, or by hiring a qualified historic consultant (see links below).

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### REPORT CRITERIA

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A WRITTEN REPORT SHALL BE SUBMITTED THAT ADDRESSES THE FOLLOWING INFORMATION:

1. A summary of the history of construction of the structure(s) on the site. This should include dates of construction, who they were constructed by, a detailed description of its architectural style and features, and any historic plans or documentation associated with it. If an architect, builder, or engineer is noted in any of the documentation, a summary of their notable work or contributions should be included.

*Supplemental Documents: Copies of historic photographs, building plans, permit index cards, building permits, etc. that support the construction summary.*

2. An overall history of the building and its uses. Describe how the building has been used currently as well as historically.
3. A description of the overall condition of the building. Any specific structural or technical issues need to be substantiated by a professional with documented expertise in historic structures. A professional with documented expertise is defined as: *Written documentation, accreditation or licensure that characterizes a person as conforming to the technical or educational standard of a particular professional expertise for the particular work type that is being proposed.*

*Supplemental Documents: Photos and/or professional reports that support the building condition summary provided.*

4. A brief explanation for the purpose of the proposed project.

PROVIDE AS MUCH DOCUMENTATION AS THERE IS AVAILABLE. PLEASE NOTE THAT HISTORIC DOCUMENTS AND RESOURCES CAN BE FOUND THROUGH THE RESOURCES LISTED BELOW. THERE MAY BE A COST ASSOCIATED WITH ACCESS TO THESE MATERIALS.

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### RESOURCES FOR THE REPORT:

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- Ramsey County Historical Society: <https://www.rchs.com/>  
*Historic photographs, building permits, building permit index cards, maps, and more*
- Northwest Architectural Archives: <https://www.lib.umn.edu/naa>  
*Historic architectural plans and information on architects*
- Minnesota Historical Society: <http://www.mnhs.org/>  
*Historic photographs and other documentation*
- Minnesota Historical Society Preservation Specialists Directory: <http://www.mnhs.org/shpo/preservation-directory> *Historic consultants qualified to write the property determination report, individuals and firms that can conduct technical analysis of historic structures.*

THE SECOND PAGE OF THIS DOCUMENT MUST BE SUBMITTED AS A COVER PAGE FOR THE SUBMITTED REPORT.



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## REQUEST FOR PROPERTY STATUS DETERMINATION

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### PROPERTY INFORMATION

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ADDRESS TO BE EVALUATED: \_\_\_\_\_

PERMIT NUMBER FOR PROPOSED WORK: \_\_\_\_\_

### REPORT WRITTEN BY

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### APPLICANT INFORMATION

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APPLICANT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_ APPLICANT E-MAIL: \_\_\_\_\_

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND ATTACHED TO THE REPORT TO BE  
CONSIDERED FOR REVIEW