



**City of St. Paul Park**

600 Portland Avenue  
St. Paul Park MN 55071  
(651) 459-9785

**CITY OF ST. PAUL PARK  
VACANT BUILDING REGISTRATION  
FEE \$100.00 (per year)**

Property Address	
Property Owner Name / Contact Person	
Property Legal Description & PID #	
Owner's Address	
Owner / Contact Person Phone Number	Owner / Contact Person E-mail
Lienholders with Address & Contact Info (attach additional pages if necessary)	
Expected Duration of Vacancy	
Utilities Currently Connected <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> City Water <input type="checkbox"/> Electricity <input type="checkbox"/> Natural Gas	
By signing this application, I hereby consent to maintaining the property as required by Section 18-70 (e) of the City Code and to allowing inspections of the property as stated in Section 18-70 (b) (6) & 18-70 (f).	
Applicant Signature	Date

Sec. 18-70. - Vacant building registration.

- (a) *Definitions.* For the purposes of this Section, the terms defined have the following meanings:
- (1) *Vacant building.* A single family residence, two-family residential dwelling unit, townhouse unit, or multi-family structure that is unoccupied or illegally occupied for 30 or more consecutive days. Discontinuance of utilities, lack of trash removal, lack of water usage, and visual evidence the property is unoccupied may constitute a presumption that the building is a vacant. It shall be the responsibility of the property owner to establish that it is not vacant.
  - (2) *Enforcement officer.* The enforcement officer is the city administrator or designee(s).
  - (3) *Property owner.* The property owner is any individual, entity, or affiliated entity that owns a property on which a vacant building is located.
- (b) *Vacant building registration.*
- (1) The owner of a vacant building shall register the building with the city no later than seven days after the building becomes a vacant as defined in this chapter.
  - (2) The city may register an unoccupied building as a vacant building when the city takes ordinance enforcement action or action to abate an ordinance violation against the unoccupied building or the grounds upon which it is located. In such case, the city shall complete all forms required by this section and may special assess all registration costs against such property.
  - (3) A registration shall be completed on a form provided by the city. Such completed registration may be sent to the owner and all other parties holding an ownership or security interest in the property. The completed form shall include the following:
    - a. A description of the premises including address.
    - b. The names and addresses of the owners of the property.
    - c. The names and addresses of all known lien holders.
    - d. The period of time the building is expected to remain vacant.
    - e. The status of all water, sewer, electric, and natural gas services.
  - (4) The property owner shall notify the city in writing of any changes in the information supplied as part of the vacant building registration within seven (7) days of such change.
  - (5) Any new owner of a vacant building as defined by this chapter must notify the city in writing of the change of ownership within seven days of the transfer of ownership.
  - (6) The owner of a vacant building shall allow the city access for inspections. The city will provide the owner with five days' notice for any inspection request except where a hazardous or unsafe condition exists, in which case the city may access the vacant building for inspection purposes after making a reasonable effort to contact the property owner.
- (c) *Vacant building registration fees.* The following fees are imposed to defray the costs of registering, monitoring, and inspecting vacant buildings, and otherwise enforcing the requirements of this section:
- (1) The annual fee shall be paid at the time of registration. The annual fees for subsequent years shall be paid on or before January 1 of each subsequent year. The fee shall be established by the fee schedule.
  - (2) All delinquent fees shall be paid prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than 30 days after the transfer of ownership.
- (d) *Exemptions.* A vacant building that was damaged by fire and/or for which the property owner possesses a valid building permit for remodeling the dwelling may be exempted by the enforcement officer from this ordinance for up to 90 days. The property owner must make the request in writing

and if the enforcement officer finds that the maintenance obligations in section 18-70(e) are being adequately addressed the exemption may be granted.

- (e) *Maintenance obligations.* The owner of any vacant building shall adhere to the following maintenance obligations:
  - (1) The property shall be maintained in compliance with all state and local laws, ordinances, and codes.
  - (2) All buildings on the site shall be properly secured and safe.
  - (3) Grounds shall be maintained in compliance with all requisite ordinances and kept free of accumulations of debris, trash, and refuse.
  - (4) Plumbing fixtures and water systems shall be protected from freezing or the water service shall be discontinued.
  - (5) The owner shall disconnect utilities to the site if required by the enforcement officer and/or the building official.
  - (6) Illegal occupancy, unlawful gatherings, or loitering on the subject property is prohibited.
- (f) *Inspections.* The enforcement officer may inspect or cause to be inspected any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this chapter. Upon the request of the enforcement officer, a property owner shall provide access to all interior portions of any property housing a vacant building or suspected vacant building in order to permit a complete inspection.
- (g) *Penalties/enforcement.* Violation of any provision of this section or providing false information to the enforcement officer shall be a misdemeanor. The city may bring an action in a court of appropriate jurisdiction to enjoin a violation of this section. If a property owner fails to register within 30 days of notice from the city, the owner shall be liable for a registration fee of three times the amount otherwise due for the registration.
- (h) *Alternative procedures.* Nothing in this chapter shall be deemed to abolish or impair existing remedies available to the city under its code or state law.
- (i) *Collection of unpaid fees.*
  - (1) At the time of registration, the enforcement officer shall provide written notice to the property owner(s) of fees due.
  - (2) Notice for collection of fees shall include the amount of the registration fee that is the responsibility of the property owner and a statement that the fee shall be paid within the time period(s) identified in the notice.
  - (3) All of the fees and other amounts payable under this section shall be a debt owed to the city and, if unpaid, shall be collected by special assessment under the authority in Minnesota Statutes. Action under this section does not preclude any other civil or criminal enforcement procedure.

(Ord. No. 695, § 1, 4-1-13)