



# APPLICATION FOR APPEAL

RECEIVED  
JAN 06 2012  
CITY CLERK

Saint Paul City Clerk  
310 City Hall, 15 W. Kellogg Blvd.  
Saint Paul, Minnesota 55102  
Telephone: (651) 266-8560

The City Clerk needs the following to process your appeal:

- \$25 filing fee payable to the City of Saint Paul (if cash: receipt number \_\_\_\_\_)
- Copy of the City-issued orders or letter which are being appealed
- Attachments you may wish to include
- This appeal form completed
- Walk-In OR  Mail-In

YOUR HEARING Date and Time:

Tuesday, 1-17-12

Time 2:30

Location of Hearing:

Room 330 City Hall/Courthouse

## Address Being Appealed:

Number & Street: 1209 WOODBRIDGE City: ST PAUL State: MN Zip: 55117

Appellant/Applicant: Cynthia Newman Email olugloryproperties@gmail.com

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell 952-818-5323

Signature: Cynthia Newman Date: 1-6-2012

Name of Owner (if other than Appellant): \_\_\_\_\_

Address (if not Appellant's): \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell \_\_\_\_\_

## What Is Being Appealed and Why? *Attachments Are Acceptable*

- Vacate Order/Condemnation/Revocation of Fire C of O
- Summary/Vehicle Abatement
- Fire C of O Deficiency List
- Fire C of O: Only Egress Windows
- Code Enforcement Correction Notice
- Vacant Building Registration
- Other

I purchased the property on 12.2.2011. I am currently working on the property and intend on having all the repairs completed prior to the renewal date of January 29, 2012. At this time the property will become occupied. I am therefore requesting the vacant building fee be waived or removed.



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

Nuisance Building Code Enforcement

375 Jackson Street, Suite 220

Saint Paul, MN 55101-1806

651-266-8989

651-266-1919

[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

December 30, 2011

Old Glory Properties, Inc.  
36534 Falcon Ave  
North Branch MN 55056

## VACANT BUILDING REGISTRATION RENEWAL NOTICE

Dear Sir or Madam:

As the owner or responsible person for the property located at

### **1209 WOODBRIDGE ST**

you are required by law to register this building with the Department of Safety and Inspections on the form provided with this letter and to pay the annual Vacant Building registration fee of **\$1,100.00**. The purpose of this fee is to provide partial reimbursement to the City for administrative costs. This fee is due annually as required in Saint Paul Legislative Code Chapter 43.

The renewal due date for this building is January 29, 2012. The annual registration fee and the enclosed registration form for this building is due on the renewal date. If you pay by mail, please fill in the enclosed registration form and return it with your payment.

**If the registration fee is not received in this office within 45 days of the date of this letter the full amount owed will be assessed to, and collected with, the taxes for this property as permitted by Saint Paul Legislative Code Chapter 43.**

### **Do not mail cash.**

If you wish to pay in person, you may do so from 8:00 a.m. to 4:00 p.m. Monday through Friday at:

DEPARTMENT OF SAFETY AND INSPECTIONS

375 Jackson Street, Suite 220

Saint Paul, MN 55101-1806

You may file an appeal to this fee or registration requirements by contacting the City Clerk's Office by calling (651)-266-8688. Any appeal of this fee must be made within ten (10) days of the date of this notice.

The Code Enforcement Officer has notified the Building Inspection And Design Section that this property meets the legal definition of a registered vacant building and in accordance with Legislative Code Chapter 33, no permits (except demolition, wrecking and removal permits) will be issued until the requirements of all applicable ordinances are fulfilled.

All category 2 and category 3 vacant buildings must be winterized with gas and water services shut off or, alternately, an excess flow gas valve must be installed in the dwelling, within sixty (60) days of the date of this Notice.

**City of Saint Paul**  
**Department of Safety and Inspections**  
**Vacant Buildings Program**  
**Requirements, Regulations and Information**

The Council of the City of Saint Paul has adopted ordinances regulating vacant and unoccupied structures.

You must register this building with St. Paul Department of Safety and Inspections, Vacant/Nuisance Buildings Code Enforcement Unit if the building is unoccupied and:

1. Unsecured, or
2. Secured by other than normal means (boarded), or
3. A dangerous structure, or
4. Condemned as uninhabitable, or
5. Condemned or Vacated by Fire Marshal Certificate of Occupancy Program, or
6. Has multiple housing or Building Code violations, or
7. Is condemned and illegally occupied, or
8. Has been unoccupied for a period of time longer than one year during which time the Enforcement Officer has issued an order to correct nuisance conditions.

**Registration Requirements**

1. Submit the enclosed Vacant Building Registration Form within 30 days, describing plans for rehabilitating and reoccupying or demolishing the building.
2. Disclose all pertinent ownership information.
3. Disclose all pertinent lien-holders.
4. Disclose any current Truth-in-Sale of Housing Disclosure Reports.
5. Pay the \$1,100.00 annual Vacant Building Registration fee within 30 days of receiving this letter. **If the registration fee is not received within 45 days of the due date the full amount owed will be assessed to, and collected with, the taxes for this property as permitted by Saint Paul Legislative Code Chapter 43.**

**NOTE: If the building is vacant due to a fire, you may have a 90 day exemption from the registration fee. You must still submit the enclosed Vacant Building Registration Form within 30 days informing us of your plans for the building to qualify for this exemption. At the end of 90 days your rehabilitation must be complete OR you must pay the \$1,100.00 registration fee.**

6. Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.

Owners, agents, assignees and all responsible parties are required to comply with the following requirements of the Saint Paul Legislative Code:

1. Keep all buildings secure.
2. Keep all porches, stairs, and exterior premises free of refuse, junk and debris.
3. Cut grass and weeds.
4. Remove snow and ice from sidewalks.

**Sale Requirements – Contact the Vacant Buildings section, 651-266-8989, for full details. There is a fee of \$275.00 for the Sale Review Process.**

**VB1** – Current registration and fees; notify the City; restore utilities.

**VB2** – No sale without City approval. Requirements include: current registration and fee payments, code compliance report, cost estimate for all repairs, a schedule for completion of the repairs, and proof of financial capability to complete all repairs.

**VB3** – No sale without a Certificate of Code Compliance or Certificate of Occupancy.



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-1919  
Web: www.stpaul.gov

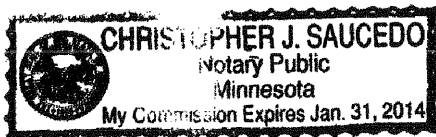
**SALE OF VACANT BUILDING  
AFFIDAVIT OF INTENT**

RE: (Property Address) 1209 Woodbridge Street, Saint Paul, MN 55117

I, (Printed Name of Buyer) Cynthia Newman, the undersigned, certify that the amount of money in a (Type of Account) IRA account ending with the last four digits 0147 at (Name of Bank or Financial Institution) TCF will cover the purchase price and the estimated cost of repairs identified in the Code Compliance Report for the above referenced address and that the funds in the account will be applied as payment for completion of those repairs. Furthermore, I intend to purchase this property (Expected Closing Date) December 2, 2011 and to complete the required Code Compliance repairs there prior to (Expected Completion Date) January 31, 2012.

Cynthia Newman  
Signature

11.17.2011  
Date



Notary Seal

[Signature]  
Notary Signature

November 17<sup>th</sup>, 2011  
Date

**GENERAL AFFIDAVIT**

STATE OF MINNESOTA

COUNTY OF RAMSEY

**Cynthia Newman** PERSONALLY came and appeared before me, the undersigned Notary. The within named **Cynthia Newman**, who is a resident of **Chisago** County, State of **Minnesota**, makes this her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of her knowledge:

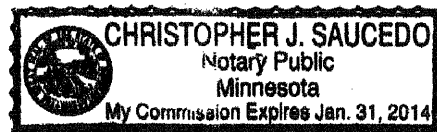
"I, Cynthia Newman, hereby acknowledge that upon purchasing the real property located at 1209 Woodbridge St., St. Paul, MN 55117, I accept responsibility for all required Code Compliance repairs, to include repairs detailed in the November 5, 2010 Code Compliance Report as well as any additional repairs that may result from the upcoming Code Compliance Inspection."

DATED this the 17 day of November, 2011

Cynthia Newman  
Signature of Affiant

SWORN to subscribed before me, this <sup>74</sup>17 day of November, 2011

  
NOTARY PUBLIC



**GENERAL AFFIDAVIT**

STATE OF MINNESOTA

COUNTY OF RAMSEY

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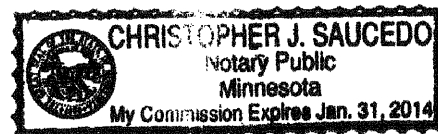
"I, Cynthia Newman, hereby affirm that the funds shown in the included Account Balance Verification form for account xxxxxx0147, dated 11/09/2011, will be used to purchase, and complete the required code compliance repairs for, real property located at 1209 Woodbridge St., St. Paul, MN 55117."

DATED this the 17 day of November, 2011

*Cynthia Newman*  
Signature of Affiant

SWORN to subscribed before me, this <sup>th</sup>17 day of November, 2011

  
NOTARY PUBLIC





Cynthia Newman &lt;oldgloryproperties@gmail.com&gt;

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## 1209 Woodbridge St.

1 message

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**Old Glory Properties <oldgloryproperties@gmail.com>****Thu, Nov 17, 2011 at 5:00 PM**

To: Reid Soley &lt;reid.soley@ci.stpaul.mn.us&gt;

Reid,

Please find attached the documents you requested from me for the sale approval. I forwarded your email to the seller, Amy Williams, along with the Sale Request and Code Compliance Inspection Request forms she needs to submit to you. Hopefully you'll have those by the time you get this email. Please let me know if you haven't heard from her. She needs the closing to take place December 2nd too, so I think she'll be on top of it.

The contractor's estimate does not include electrical or plumbing because he said those categories are complete and have been finalized. The first number is HVAC and the rest is for building. He thinks the project is 95% complete and can be finished up with 2 weeks easily.

The vacant building fees have been assessed and are included in the PA, but I've got a request into the title company to forward a copy of the HUD settlement statement as soon as they can get one done. When I get it I'll forward it to you.

Please let me know if we missed anything or if you need anything else.

Thank you,








Cynthia Newman

952-818-5323

P.S. I got your voicemail earlier today and, yes, I was the one who stopped in the other day with my realtor. You were very helpful then and your voicemail made me smile.

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**7 attachments**

-  **CLN Final PA 1209 Woodbridge.pdf**  
12815K
-  **C Newman TCF Funds Verification.pdf**  
350K
-  **1209 Woodbridge Funds Affidavit.pdf**  
36K
-  **C Newman 1209 Woodbridge VB Reg Form.pdf**  
38K
-  **1209 Woodbridge Affidavit of Intent.pdf**  
40K
-  **1209 Woodbridge Acknowledgement of Responsibility Affidavit.pdf**  
38K
-  **1209 Woodbridge Estimate Van Hove.xls**  
36K



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

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November 22, 2011

Old Glory Properties, Inc.  
36534 Falcon Ave  
North Branch MN 55056

Re: 1209 WOODBRIDGE ST

Chapter 33 of the Saint Paul Legislative Code restricts the sale of Category II Registered Vacant Buildings. Sale of the above referenced address to Old Glory Properties, Inc. is approved based on the City's review of the following requirements:

1. Application Fee Paid.
2. Zoning Status Approved.
3. Registration of Ownership Updated.
4. Vacant Building Fees Current.
5. Code Compliance Inspection Report Issued.
6. Cost Estimates from Licensed Contractors for Code Compliance Work Submitted.
7. Schedule for Completion of Code Compliance Work Submitted.
8. Proof of Financial Capability Verified.

**NOTE: This Category II Registered Vacant Building MAY NOT be reoccupied until all of the repairs required by the Code Compliance Inspection Report have been completed and a Certificate of Code Compliance has been issued by the City's Building Official.**

If you have any questions regarding this matter, you may contact me at 651-266-9120.

Sincerely,

Reid Soley  
CSO CE Staff