APPLICATION FOR APPEAL

RECEIVED
JAN 15 2014
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:

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

YOUR HEARING Date and Time:
Tuesday, Jan. 28, 2014
Time 2:30 p.m.
Location of Hearing:
Room 330 City Hall/Courthouse

Address Being Appealed:

Number & Street: 1104 Rice St. City: St. Paul State: MN Zip: 55117

Appellant/Applicant: Cheryl Hilyar Email _____

Phone Numbers: Business _____ Residence _____ Cell 651-587-5152

Signature: Cheryl Hilyar Date: January 15, 2014

Name of Owner (if other than Appellant): John Barrett

Address (if not Appellant's): 15359 Wood Duck Trail N. W., Prior Lake

Phone Numbers: Business _____ Residence _____ Cell 952-201-4313

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**
- [x] **Vacant Building Registration**
- [ ] **Other**

The business has been closed to enable me to work full time to do improvements as I would like, such as new awning, tile floor, etc. My request is to keep my C of O.

Revised 3/7/2011

DEPARTMENT OF SAFETY AND INSPECTIONS
Steve Magner, Manager of Code Enforcement

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

January 06, 2014

John Barrett
15359 Wood Duck Trail Nw
Prior Lake MN 55372-4514

VACANT BUILDING REGISTRATION NOTICE

The premises at **1104 RICE ST**

has been inspected and found to meet the legal definition of a Vacant Building as described in Saint Paul Legislative Code, Chapter 43. You are required to register this building with the Department of Safety and Inspections, Vacant Buildings Division, by filling out and returning the registration form provided with this letter. You are also required to pay the annual Vacant Building Registration Fee of **$1,440.00** The fee is due upon receipt of this letter and must be paid no later than thirty (30) days from the date of this letter, as required in Saint Paul Legislative Code Chapter 43. If this building is vacant due to a fire, complete the enclosed registration form and return it to this office within 30 days.

Please return the enclosed registration form along with your payment by February 06, 2014.

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 Office of the City Clerk at (651) 266-8688. Any appeal of this fee must be made within ten (10) days of the date of this notice.

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.

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.

WRITTEN PERMISSION FROM THE CITY OF SAINT PAUL IS REQUIRED BEFORE A CATEGORY 2 OR CATEGORY 3 VACANT BUILDING CAN BE OCCUPIED OR SOLD.

Category 2: Requirements include: 1. register/re-register the building, 2. pay outstanding fee(s), 3. obtain a code compliance report, 4. submit for approval a rehab cost estimate from a licensed contractor and a schedule for completion of all code compliance work, 5. submit proof of financial responsibility acceptable to the City, and 6. obtain Zoning approval of the proposed use.

Category 3: All requirements listed for Category 2 vacant buildings, AND obtain a **Certificate of Occupancy OR Certificate of Code Compliance** prior to the sale of the building.

If the use of this building meets the definition of a nonconforming use by the Zoning Code then the use will lose its nonconforming status 365 days from the date the building was declared vacant.

You must contact the Enforcement officer, Mike Kalis, at 651-266-1929 to find out what must be done before this building can be legally reoccupied.

The Enforcement Officer may declare this building(s) to constitute a Nuisance Building subject to demolition and issue an Order to Abate under authority of Legislative Code Chapter 45. In the event this building is declared a Nuisance Building subject to demolition, the Enforcement Officer will notify all owners and interested parties of the Order to Abate, as provided in the Legislative Code Chapter 45.

If you have questions about this annual registration fee or other vacant building requirements, please contact the Enforcement Officer, Mike Kalis, at 651-266-1929.

This registration form and fee is required by law. Your prompt attention to this matter is appreciated.

Thank You,

Steve Magner
Vacant Buildings Program Manager
Department of Safety and Inspections

Enclosures: Regulations Requirements Information
Vacant Building Registration Form

SM: mk
vb_registration_notice 9/2013