# APPLICATION FOR APPEAL

## Saint Paul City Council – Legislative Hearings

RECEIVED
DEC 15 2014
CITY CLERK

310 City Hall, 15 W. Kellogg Blvd.
Saint Paul, Minnesota 55102
Telephone: (651) 266-8585

**We need the following to process your appeal:**

- [x] **$25 filing fee** (non-refundable) **(payable to the City of Saint Paul)**
  **(if cash: receipt number** Check 1383 **)**
- [x] **Copy of the City-issued orders/letter being appealed**
- [ ] **Attachments you may wish to include**
- [x] **This appeal form completed**
- [ ] **Walk-In** *OR* [x] **Mail-In**

*for abatement orders only:* [ ] **Email** *OR* [ ] **Fax**

***HEARING DATE & TIME***
***(provided by Legislative Hearing Office)***
*Tuesday,* Dec. 23, 2014

*Time* 2:30 PM
***Location of Hearing:***
***Room 330 City Hall/Courthouse***

## Address Being Appealed:

**Number & Street:** 609 N. Snelling City: St Paul State: MN Zip: 55102

Appellant/Applicant: Renae Reed Email nana1970@hotmail.com

Phone Numbers: Business _____ Residence 507-689-2519 Cell 507-429-6128

*Signature:* Renae Reed Date: 12-10-2014

Name of Owner (if other than Appellant): _____

Mailing 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/Correction** _____
- [ ] **Code Enforcement Correction Notice** _____
- [x] **Vacant Building Registration** Contractor is working to get duplex ready, it has been beyond my control.
- [ ] **Other** (Fence Variance, Code Compliance, etc.) _____

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

CITY OF SAINT PAUL
*Christopher B. Coleman, Mayor*

*375 Jackson Street, Suite 220*
*Saint Paul, MN 55101-1806*

*Telephone: 651-266-8989*
*Facsimile: 651-266-1919*
*www.stpaul.gov/dsi*

December 03, 2014

Renae Reed
8440 W Main St
Winona MN 55987

# VACANT BUILDING REGISTRATION FEE
## WARNING LETTER

The Saint Paul City Council has adopted legislation which requires owners of vacant buildings to pay an annual fee and submit a registration plan on the form(s) enclosed with this letter. The annual fee is $1,440.00. The purpose of this fee is to partially reimburse the City for administrative costs for registering and processing the Vacant Building Owner Registration forms and for the cost of monitoring these properties for compliance with Saint Paul Legislative Codes.

***The fee for the vacant building located at 609 SNELLING AVE N is now past due. You have fifteen (15) days from the date of this letter to pay this bill before this fee is sent to assessment, to be collected with your property taxes.***

**DO NOT MAIL CASH**

Saint Paul Legislative Code, Chapter 43, requires this fee be paid no later than thirty (30) days after the building becomes vacant, and if not paid, the owner shall be subject to collections and prosecution as prescribed in the Legislative Code. Also, if at any time the registration fee is unpaid and owing, building permits will be denied for this building.

**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 owner(s) still will be subject to a criminal Summons and Complaint for failure to pay this vacant building registration fee. This citation will necessitate a court appearance in Ramsey County District Court and the owner(s) will be subject to penalties provided for by law. The enclosed registration form must accompany the fee payment.

If you wish to pay in person, you may do so from 8:00am to 4:00pm Monday through Friday at:

DEPARTMENT OF SAFETY AND INSPECTIONS
375 Jackson Street, Suite 220
Saint Paul, MN 55101- 1806

All catergory 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.

If you have questions about this 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.

Stever Magner
Vacant Buildings Program Manager

Enclosures: Regulations Requirements Information
Vacant Building Registration Form

SM: mk
vb_warning_letter 11/14

Also Sent To:
Renae C Reed 8440 West Main St Winona MN 55987- 9244

**City of Saint Paul**
Department of Safety and Inspections
# VACANT BUILDING REGISTRATION FORM

**Date:** _____

**Address of Property:** 609 N. Snelling

**Planned disposition of this building (please check one):**

___ I plan to rehabilitate this structure commencing (date):_____

___ I plan to demolish (wreck and remove) this building by (date):_____

___ I am willing to authorize the City of Saint Paul to demolish and remove this building(s).

X This building is **vacant as a result of fire damage**. The fire occurred on (date)_____. I, as the property owner, want to claim registration and fee exemption status for ninety (90) days from the date of the fire. I intend to repair and reoccupy the building.

Other:_____

_____

**Responsible Party**: Persons/organizations who will ensure compliance with the ordinance:

| NAME | ADDRESS | PRIMARY PHONE | ALTERNATE PHONE |
|---|---|---|---|
| Renae Reed | 840 W Main St Winona MN | 507-689-2519 | 507-429-6128 |

Persons, lien holders, mortgagees, mortgagors and other interested parties known to me:

| NAME | ADDRESS | PRIMARY PHONE | ALTERNATE PHONE |
|---|---|---|---|
| | | | |
| | | | |

All persons listed here will receive letters for the annual fee renewal. *Also use this form to de-register your interest.*

_____
**Print Your Name (legibly)**

_____
**Signature** **Date of Birth**

_____
**Address**

_____
**City** **State** **Zip**

_____
**main contact telephone** **alternate phone**

_____
**Email address (print legibly)**

**$1,440 Annual Registration Fee**

**INSTRUCTIONS:**

***Complete and return this form. Include the $1,440.00 registration fee, ONLY if it is now due. For questions, call 651-266-8989.***

***Make checks payable to:*** **City of Saint Paul**

***Make Payment at, or mail payment to:***

**City of Saint Paul**
**Department of Safety and Inspections**
**Code Enforcement – Vacant Buildings**
**375 Jackson Street, Suite 220**
**St. Paul, MN 55101-1806**

***Credit Card payment accepted in person, or by FAX, only. Fax to: 651-266-9124***

***Thank you for your cooperation***