# Vacant Building Registration Application

23340 Cree Street  
St. Francis, MN 55070  
Phone: 763-753-2630  
Email: bldginsp@stfrancismn.org

<table>
<thead>
<tr>
<th>Date of Application:</th>
<th>Date Issued:</th>
</tr>
</thead>
</table>

Check all that apply:  
- New  
- Renewal  
- Change in Contact  
- Amended Property Plan

<p>| Applicant is: |</p>
<table>
<thead>
<tr>
<th>Owner</th>
<th>Realtor</th>
<th>Service Co.</th>
<th>Mortgage Co.</th>
<th>Other</th>
</tr>
</thead>
</table>

<p>| Property Type: |</p>
<table>
<thead>
<tr>
<th>Single Family/ Duplex</th>
<th>Multi-family</th>
<th>Commercial</th>
<th>Industrial</th>
<th>Other</th>
</tr>
</thead>
</table>

<p>| Property Information: |</p>
<table>
<thead>
<tr>
<th>Address:</th>
<th>Parcel ID #:</th>
</tr>
</thead>
</table>

<p>| Owner or Owner’s Representative: |</p>
<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
</table>

<p>| Lien Holders or others with Legal Interest: |</p>
<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
</table>

<p>| Local Agent or Management Company: |</p>
<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
</table>

Property became vacant on:  
Expected Date of Re-Occupancy or Demolition:
Property Plan
(check all that apply)

[ ] For Sale
Listing Date: Closing Date:

[ ] Renovation
Start Date: Permits Submitted (Y/N):

[ ] For Rent
Start Date: Rental License Applied (Y/N):

[ ] Demolish
Start Date: Demolition Permit Submitted (Y/N):

[ ] Property will be maintained per City Code

[ ] Other (Please explain):

Status of Utilities

<table>
<thead>
<tr>
<th>Water (check one):</th>
<th></th>
<th>Off</th>
<th>Water Shut Off Request (check one):</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water meter removed (check one):</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electric Service Disconnected (check one):</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Gas Disconnected (check one):</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

General Information:
“Vacant building” means a building, other than a building under construction pursuant to a valid building permit that is unoccupied for sixty (60) consecutive days. The owner or responsible party shall register a vacant building with the City no later than sixty (60) days after the building becomes vacant. Fees will be assessed on an annual basis. Your permit will arrive by mail at the address listed above after review by the compliance official.

Vacant Registration Fee(s)

| First Year: | $125.00 |
| Second Year: | $175.00 |
| Third Year: | $250.00 |
| Fourth Year: | $350.00 |
| Fifth Year +: | $500.00 |
| Administrative Fee: | $100.00 |

Permit Fee Total: $ ___________________

Purpose and Findings: The City of St. Francis is enacting this section to protect the public health, safety and welfare by establishing a program for the identification and regulation of vacant buildings. The City finds that vacant buildings are a major cause and source of blight in residential and non-residential neighborhoods. Neglect of vacant buildings, as well as use of vacant buildings by transients and criminals creates a risk of fire, explosion or flooding for the vacant building and adjacent properties. There is a substantial cost to the City for monitoring vacant buildings. This cost should not be borne by the general taxpayers of the community; but, rather, these costs should be borne by owners of the buildings.

Acknowledgement of Responsibility: By signing, you acknowledge that you have received a copy of City Code: Chapter 4, Section 7 (Ordinance No. 194, Effective 5/11/14) and agree to abide to the terms therein stated.

Applicant Name: ___________________________ Signature: ___________________________

(Please Print)

Applications must be submitted in person or mailed with payment.
City of St. Francis, Building Official, 23340 Cree Street NW, St. Francis, MN 55070