



# Vacant Building Registration Application

City of St. Francis | 23340 Cree Street NW | St. Francis, MN 55070 | 763-753-2630 | www.stfrancismn.org

Date of Application:	Date Issued:
Check all that apply:	<input type="checkbox"/> New <input type="checkbox"/> Renewal      # _____ <input type="checkbox"/> _____      # _____      h erty Plan

Applicant is:	<input type="checkbox"/> Owner <input type="checkbox"/> Realtor <input type="checkbox"/> Service Co <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Other		
Property type	<input type="checkbox"/> Single Family/Duplex <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other		
Property Information:	Address:		
	Parcel ID #:		
Owner or Owner's Representative	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
Lien Holders or others with Legal Interest	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
Local Agent or Management Company	Name(s):		
	Address:		
	City:	State:	Zip:
	Phone:	Email:	
Property became vacant on:	Expected Date of Re-Occupancy or Demolition:		
Property Plan <i>(check all that apply)</i>	<input type="checkbox"/> For Sale      Listing Date: _____      Closing Date: _____		
	<input type="checkbox"/> Renovation      Start Date: _____      Permits Needed: _____		
	<input type="checkbox"/> For Rent      Start Date: _____      Rental License Applied: _____		
	<input type="checkbox"/> Demolish      Will Remove By: _____      Rental License Applied: _____		
	<input type="checkbox"/> Property will be maintained per City Code		
	<input type="checkbox"/> Other: _____		

Status of Utilities		
Water	On	Off
Water Shut Off Requested	Yes	No
Water Meter Removed	Yes	No
Electric Service Disconnected	Yes	No
Natural Gas	On	Off

**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	
First year	\$125
Second Year	\$175
Third Year	\$250
Fourth Year	\$350
Fifth Year +	\$500
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)