City of Richfield

Vacant Building Registration Application

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>Date of Application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Parcel ID Number:</td>
<td>Vacancy Date:</td>
</tr>
<tr>
<td>Application is:</td>
<td>New</td>
</tr>
<tr>
<td>Applicant is:</td>
<td>Owner</td>
</tr>
<tr>
<td>Property Type:</td>
<td>Single Family</td>
</tr>
</tbody>
</table>

**Owner Information:**
- 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:

**Building Security**
- If yes, provide contact information:
  - Yes
  - No

**Status of Utilities**
- Water
  - On
  - Off
- Water Shut Off Requested:
  - Yes
  - No

(612-861-9198)

- Natural Gas
  - On
  - Off

**Status of Property (circle all that apply)**
- For Sale
  - Listing Date:
  - Point of Sale Permit:
- Renovation
  - Start Date:
  - City Permits:
- For Rent
  - Start Date:
  - Rental License:
- Demolition
  - Demo Date:
  - Demo Permit:

**VACANT BUILDING REGISTRATION FEE**

<table>
<thead>
<tr>
<th>Single Family Home/Duplex</th>
<th>Other Property Type</th>
</tr>
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</table>
| • Vacant Building per year $250.00 | Less than 20,000 square feet in building AND less than 1 acre of lot size:  
  - Vacant less than 1 year $500  
  - Vacant 1+ years $1000 | More than 20,000 square feet in building size OR more than 1 acre of lot size:  
  - Vacant less than 1 year $1,250  
  - Vacant 1+ years $2,500 |

Vacant Property Registration Fee Total: $
**Purpose:** The vacant building ordinance was enacted to protect neighborhoods from health and safety hazards and from blight through lack of adequate maintenance and security of vacant buildings.

**Acknowledgement of Responsibility:** It is the responsibility of the owner(s) and/or person acting as an agent for the owner to ensure the information provided is complete and accurate. Owner(s) must comply with city codes and the approved property plan. Failure to comply is a misdemeanor. Unpaid vacant building registration fees may be certified against the property.

The vacant building registration process must be completed annually. You will be notified by the City in writing prior to the renewal due date. Vacant building permits will be mailed out to an owner or agent after a property inspection is completed. Please contact the City of Richfield regarding any change in property status within fifteen (15) days of change.

For more information on the vacant building ordinance and requirements, go to the City website at [www.richfieldmn.gov/vacant](http://www.richfieldmn.gov/vacant) and reference Section 925.02 of the City Code.

**Applicant Name (Please Print):**

**Applicant Signature:** ____________________________ Date: __________________

**Registration Fee, Signed and Completed Application and Property Plan Must be Submitted in Person or Mailed to:**

City of Richfield, Environmental Health, 6700 Portland Ave S., Richfield, MN 55423.

Missing or incomplete information will be returned.

For questions regarding the Vacant Registration Application, please contact Environmental Health staff at 612 861-9880 or kmueller@richfieldmn.gov and jflesher@richfieldmn.gov.

<table>
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<tr>
<th>City Use Only</th>
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<tbody>
<tr>
<td>Vacant Building Application Approved</td>
</tr>
<tr>
<td>Property Plan Approved</td>
</tr>
<tr>
<td>Vacant Building Application Certificate Issued on:</td>
</tr>
<tr>
<td>Staff Notes:</td>
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**DATA PRACTICES INFORMATION:** This information is classified as private or nonpublic data: any data that could be used to identify the location or security status of a registered vacant building is considered to be “security data” under Minnesota Statutes section 13.37. You are required by ordinance to provide this information. The information is used for purposes of ordinance enforcement. If you refuse to provide the information, the City will administratively register the property. The classified information is made available only to the owner, registered agent or other person responsible for the maintenance of the property, and to City staff persons involved in ordinance enforcement. The data may become public if enforcement actions are taken under the ordinance, such as nuisance abatement or criminal citation.
CITY OF RICHFIELD
VACANT BUILDING PROPERTY PLAN

Address of Vacant Building:

Please complete and submit along with the vacant property application and required fee to:

City of Richfield, Environmental Health
6700 Portland Avenue South
Richfield, MN 55423.

Security of building: Is access to the vacant building (doors, windows, etc.) secured including the garage?

Status of Water: Was City of Richfield’s Public Works Department (612-861-9198) contacted to request the water be shut off?

Identify known code violations on the property (long grass, garbage/debris, inoperable vehicles, newspapers/flyers, etc.):

Identify the means in which current or future code violations will be corrected:

Identify the frequency in which the vacant property will be inspected and maintained:

Other pertinent information: