



# Vacant Building Registration Application

City of Richfield | 6700 Portland Avenue S | Richfield, MN 55423 | 612-861-9700 | [www.cityofrichfield.org](http://www.cityofrichfield.org)

Permit No.	Date Issued:
Date of Application	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> "Snowbird"

*You must notify the compliance official of any changes in information within fifteen (15) days of any change.*

Property Information: *	Street Address:		
	Legal Description:		
	Tax 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:	Sheriff Sale Date:	
Building Security		Status of Utilities	
Security system	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water	<input type="checkbox"/> On <input type="checkbox"/> Off
If yes, provide contact info in attached property plan		Water Shut Off Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bldg equipped with fire sprinklers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water Meter Removed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Doors/windows secured by	<input type="checkbox"/> Lock <input type="checkbox"/> Other	Electric Service Disconnected	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Other, describe:		Natural Gas	<input type="checkbox"/> On <input type="checkbox"/> Off
Property Plan (check all that apply)	<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	
Property Plan consisting of ____ pages is attached to this application. <i>The property plan, and any changes to the plan, must be approved by the compliance official.</i>			
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 Size:	Lot Size:	

\* Attach additional sheets if necessary

**DATA PRACTICES INFORMATION:** The following 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 the "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.

**General Information:**

Fees will be assessed on an annual basis. Reminder of registration renewal will arrive approximately 45 days prior to the due date. Your permit will arrive by mail at the address listed above after review by the compliance official.

“Snowbirds”, as defined by the ordinance, are exempt from fees but are required to register their vacant building each year.

A property plan must be provided with this application. The plan must: identify known code violations on the property; identify conditions for which repairs or alterations are either required or planned; identify the manner in which code violations, repairs or maintenance will be addressed; provide a timetable for addressing code violations, repairs or maintenance and for either returning the building to occupancy or demolishing the building.

Permit Registration Fee		
Single Family Property	Any other type of property	
Vacant less than 1 year \$100 Vacant 1+ years \$200	Less than 20,000 square feet in building size AND less than 1 acre of lot size	More than 20,000 square feet in building size OR more than 1 acre of lot size
	Vacant less than 1 year \$500 Vacant 1+ years \$1000	Vacant less than 1 year \$1,250 Vacant 1+ years \$2,500
Permit Fee Total		
\$ _____		

**Purpose:** The vacant building ordinance and registration is a mechanism to protect neighborhoods from health and safety hazards and from blight through the lack of adequate maintenance and security of vacant buildings.

**Acknowledgement of Responsibility:** It is the joint responsibility of owner and/or applicable responsible Party(ies) to ensure information is complete and accurate. Failure to comply is a misdemeanor. The Richfield Vacant Building Ordinance requires the buyer to meet all city codes and conditions of the approved property plan.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print)

City Use Only		
Permit Sub Type	<input type="checkbox"/> Vacant Building Registration	<input type="checkbox"/> Annual Registration Renewal
	<input type="checkbox"/> “Snowbird” Registration (no fee)	<input type="checkbox"/> Administrative Registration
Property Plan Approved	By	Date
Amendment Approved	By	Date
Amendment Approved	By	Date
Notes:		

Applications must be submitted in person or mailed with payment. Applications will not be accepted via email or by fax.  
City of Richfield, City Clerk, 6700 Portland Ave S., Richfield, MN 55423

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