



City of Bayport
 294 North 3rd Street
 Bayport, MN 55003
 Phone: 651-275-4404
 Fax: 651-275-4411
<http://www.ci.bayport.mn.us>

CITY OF BAYPORT VACANT BUILDING REGISTRATION FORM

Property address:	Date:
Owner(s) on record:	
Owner's address:	
Phone number(s):	
E-mail address:	
OWNER'S PLAN FOR BUILDING	
<input type="checkbox"/> I plan to rehabilitate this structure commencing (date): _____	
<input type="checkbox"/> I plan to demolish this building by (date): _____	
<input type="checkbox"/> This building is vacant as a result of fire damage. The fire occurred on (date): _____ I am the property owner and wish to claim a registration and fee exemption for ninety (90) days from the date of the fire. I intend to repair, demolish or reoccupy the building.	
<input type="checkbox"/> Other: _____	
Person(s) responsible for general maintenance and care of building (if different from above):	
Name:	
Address:	
E-mail:	Phone number:
Persons, lien holders, mortgagees, mortgagors, and other interested parties known to me:	
Name/Address:	
E-mail:	Phone number:
Name/Address:	
E-mail:	Phone number:
Applicant Signature:	
Date:	
PLEASE COMPLETE AND RETURN FORM WITH \$500.00 ANNUAL REGISTRATION FEE. MAKE CHECKS PAYABLE TO CITY OF BAYPORT.	
Office Use	
<input type="checkbox"/> \$500.00 registration fee received	Date:
Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received by:
Permit number:	Expiration date:



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294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
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VACANT BUILDING REGISTRATION REQUIREMENTS AND PROCESS

Registration Process

Vacant buildings in the city must be registered within 30 days of the building becoming vacant, in accordance with Chapter 18 of the Bayport Municipal Code of Ordinances (see attached ordinance for reference.) The property owner is responsible for complying with the annual registration process for as long as the property remains vacant, as follows:

1. Submitting the Vacant Building Registration Form, describing plans for rehabilitating, reoccupying or demolishing the building.
2. Submitting the \$500.00 fee with the registration form. If the registration fee is not received within 45 days of the due date, the amount owed will be assessed to and collected with the taxes for this property as permitted by Minnesota State Statute Chapter 429.
3. Disclosing all pertinent property owner information.
4. Disclosing all pertinent lien-holders.
5. Providing the city with unencumbered access to complete an inspection of the building and monitor the property.

Registration Fee Exemption

If the building is vacant due to a fire, the property owner must submit the registration form to the city, but may request a 90-day exemption from the registration fee. At the end of the 90-day period, rehabilitation of the structure must be complete or the property owner will be responsible for submitting the registration fee.

Maintenance Requirements

Regardless of whether the building is vacant, all property owners, agents, assignees and responsible parties are responsible for, but not limited to:

1. Cutting and maintaining the lawn/grass in a reasonable manner.
2. Removing snow and ice from sidewalks within 24 hours after an event.
3. Trimming all trees, hedges, and vegetation within the boulevard and on corner lots.
4. Maintaining the exterior of the building in accordance with the city's building and zoning ordinances.
5. Removing all refuse, junk, and debris which may be considered a public nuisance.

ORDINANCE NO. 825

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 18-BUILDINGS AND BUILDING REGULATIONS, ARTICLE III OF
THE BAYPORT CITY CODE PROVIDING FOR THE SECURING OF VACANT BUILDINGS**

Section 1. Chapter 18 of the Bayport Municipal Code is hereby amended to include the following:

ARTICLE III. Vacant Buildings

Sec. 18-51. Definitions.

For the purpose of this ordinance, certain words and phrases are defined as follows:

Enforcement officer. The city Building Official or Zoning Administrator.

Owner. Those shown to be owner(s) on record at the Washington County Department of Property Taxation, those identified as owner(s) on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee/mortgagor or vendee/vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lesser state therein, mortgagee for the benefit of the owner(s) of the beneficial interests in possession, or its nominee. Any such person shall have a joint obligation for compliance with the provisions of this ordinance.

Secure. Includes, but is not limited to, installing locks, repairing and/or boarding windows and doors, posting "no-trespassing" signs, installing exterior lighting or motion-detecting lights, fencing the property, and installing a monitored alarm or security system consistent with Minn. Stat. § 463.251.

Unoccupied building. A building which is not being used for a legal occupancy.

Vacant building. A building or a portion of a building that meets one or more of the following conditions:

- a. unoccupied and foreclosed upon as identified by Washington County
- b. unoccupied and windows or entrances to the premises are boarded up or closed off, or multiple window panes are broken and unrepaired
- c. unoccupied and doors to the premises are smashed through, broken off, unhinged, or continuously unlocked
- d. unoccupied and gas, electric, or water service to the premises has been terminated
- e. unoccupied and rubbish, trash, or debris has accumulated on the premises
- f. unoccupied and the police or sheriff's office has received at least two reports of trespassers on the premises, or of vandalism or other illegal acts being committed on the premises
- g. unoccupied and the premises is deteriorating or in imminent danger of falling below minimum community standards for public safety and sanitation
- h. unoccupied and the premises has been cited with at least one nuisance violation

Sec. 18-52. Registration and fees.

The owner shall register with the enforcement officer within thirty (30) days after any building in the city becomes a vacant building, as defined in section 18-51. The registration shall be submitted on forms provided by the enforcement officer and shall include the following information supplied by the owner:

- a. description of the premises
- b. names and address of owner(s)
- c. name and address of all known lien holders and all other parties with an ownership interest in the building
- d. period of time the building is expected to remain vacant and a plan and timetable for returning the building to appropriate occupancy or use and/or for demolition of the building

The owner of a vacant building shall pay an annual registration fee of five hundred (\$500.00) dollars each year the building remains a vacant building. The registration fee is intended to at least partially cover the administrative costs for registering and processing the vacant building owner registration form and ~~for the cost of maintaining the vacant building site~~

paid in full prior to the issuance of any building permits, with the exception of a demolition permit.

All delinquent fees shall be paid by the owner, prior to any transfer of ownership of a vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee within thirty (30) days of being due and the new owner shall be subject to prosecution as prescribed in this ordinance if not paid by the due date.

The enforcement officer shall include in the file, any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

c 18-53. Exemptions.

In order to encourage the prompt renovation of property, the owner of a fire damaged building may be exempt from paying vacant building fees provided that within thirty (30) days from the date of the fire, the owner submits a written request for an exemption to the enforcement officer, which includes the following:

- a. description of the premises
- b. names and address of owner(s)
- c. statement of intent to repair and reoccupy the building in an expedient manner

An exemption granted under this section shall be valid for no more than ninety (90) days. In the event that the owner of the property, at the time of the fire, who received an exemption under this ordinance, should at any time after the fire transfer to another person any ownership interest in the subject property, the exemption under this ordinance is immediately void and any new owner(s) shall be responsible for paying any required vacant building fees.

Sec 18-54. Inspections.

The enforcement officer shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this ordinance. Upon the request of the enforcement officer, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Sec 18-55. Inventory.

The enforcement officer shall maintain a current list of all known vacant buildings, as well as a list of all previously declared vacant buildings which are no longer subject to the provisions of this ordinance. The vacant building list shall be available to the public, to the extent provided by law.

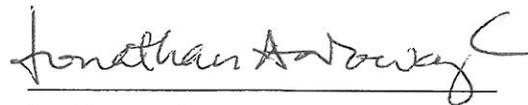
Sec 18-56. Collection of unpaid fees.

The fees associated with the vacant building program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes, Section 429.101.

Sec 18-57. Severability.

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 6th day of December, 2010.



Jon Nowaczek, Mayor

Attest:



Mitch Berg, City Administrator