



## CITY OF COON RAPIDS VACANT BUILDING REGISTRATION FORM

City of Coon Rapids

11155 Robinson Drive, Coon Rapids, MN 55433

763-767-6420

**THIS APPLICATION MUST BE COMPLETED IN FULL**

- NEW REGISTRATION  
 REGISTRATION RENEWAL

**NO PAYMENT DUE AT THIS TIME. DO NOT SEND PAYMENT.**

**PROPERTY ADDRESS:** \_\_\_\_\_

**1. DESCRIPTION OF PREMISES:**

- Residential Unit  
 Commercial Building

**2. OWNER INFORMATION:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

**3. CONTACT INFORMATION:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

**4. LIEN HOLDER INFORMATION:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS:

FAX:

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**5. PLEASE DESCRIBE YOUR PLAN AND TIMETALBE FOR MAINTAINING, DEMOLITION, OR RETURNING THE BUILDING TO IT'S APPROPRIATE OCCUPANCY:**

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*(Please attach additional materials if more space is needed)*

**APPLICANT AFFIDAVIT**

**I acknowledge that I have received a copy of City Code Section 12-312 thru 12-314 – Vacant Building Registration. I hereby attest to the truth and accuracy of the information contained in this application.**

Signature of Owner:

Date:

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**FOR CITY USE ONLY**

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_ FEE: \_\_\_\_\_

RECEIVED BY (Name/Title): \_\_\_\_\_

PIN: \_\_\_\_\_ Vacant Date: \_\_\_\_\_ 120 days: \_\_\_\_\_

<p><b><u>FOR CITY USE ONLY</u></b></p> <p>DATE RECEIVED: _____ DATE REVIEWED: _____ FEE: _____</p> <p>RECEIVED BY (Name/Title): _____</p> <p>PIN: _____ Vacant Date: _____ 120 days: _____</p>
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## 12-312 - Securing and Monitoring of Premises and Buildings.

(1) The Chief Building Official, the Fire Chief, the Chief of Police, and their designees, are authorized to order the immediate evacuation of a building or premises that poses an immediate threat to health and safety. Once evacuated, unsecured buildings or premises posing an immediate danger of sustaining property damage or threat to health and safety may be ordered immediately secured and placarded. Unauthorized entry onto placarded premises or into a placarded building, or the removal or defacing of a placard, is a misdemeanor. In all other cases, a vacant building that remains unsecured for a period of 48 hours or more is deemed a public nuisance and must be secured. Securing must be in the manner prescribed by [Section 12-312\(2\)](#). City officials or their designees are authorized to enter private property and use reasonable force to enforce this clause. [Revised 6/20/06, Ordinance 1925]

(2) Manner of Securing Buildings. Boarding must be done with sound materials securely fastened to the building and painted with a color consistent with the adjacent surfaces, except that openings on walls facing street frontages must be covered with clear acrylic plastic sheets only. Nonresidential building exterior signage on the vacant portions must be removed, except signage used for sale or lease of the building as allowed by [Chapter 11-1203](#) (Sign Regulations). [Revised 6/20/06, Ordinance 1925]

(3) The premises of a vacant building must be maintained in an appropriate manner including, but not limited to, mowing of yard areas; removal of weeds from parking areas, drives, medians, and landscaping; collection and removal of debris; and watering and maintaining landscaping and yard. [Revised 6/20/06, Ordinance 1925]

(4) Properties remaining vacant for 120 days or more, except for seasonal vacancies, may be assessed a monitoring fee established by ordinance, payable 30 days after notice from the Compliance Official, thereafter annually on the anniversary of the original date of vacancy. [Revised 6/20/06, Ordinance 1925]

(5) Costs of securing and maintaining a property, and unpaid monitoring fees, may be specially assessed to the property in the manner prescribed by law. [Revised 6/20/06, Ordinance 1925]

(6) Nothing in this Section creates an obligation or duty on the part of municipal officials or their designees to evacuate, secure, or maintain properties. This Section is supplementary to and does not limit the civil or criminal authority of governmental agents acting under applicable statutes, laws, codes, or ordinances. [Revised 6/20/06, Ordinance 1925]

## 12-313 - Buildings Unfit for Human Habitation.

(1) Any building or portion thereof that is damaged, decayed, dilapidated, unsanitary, unsafe, pest infested, or that lacks provision for basic illumination, heat, ventilation, or sanitary facilities to the extent that the defects create a hazard to the health, safety, or welfare of the occupants or of the public, may be declared unfit for human habitation. If a building or premises has been declared unfit for human habitation, the Compliance Official is authorized to order the building or affected dwelling unit or units vacated within a reasonable time and placard the building or dwelling units. A rental license, if any, previously issued for such building, dwelling, or occupancy is subject to revocation. An order issued pursuant to this Section may be served on the owner, operator, or owner's agent and upon any occupants in the same manner as a notice

under [Section 12-315](#)(3). The appeal process for [Section 12-315](#)(4) applies to orders issued under this Section except that the Compliance Official may order the vacation of the building pending an appeal upon the Chief Building Official's finding that continued occupancy poses an immediate threat to health and safety. [Revised 6/20/06, Ordinance 1925]

(2) It is a misdemeanor for such building to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the Compliance Official, and, if the premises are to be rented, a rental license has been issued or reinstated for the affected building or units. It is a misdemeanor to deface or remove the declaration placard from any such building or dwelling unit. [Revised 6/20/06, Ordinance 1925]

(3) For rental properties, no rents may be collected from the tenant of any affected dwelling unit which has been placarded, from the date of placarding, until the placard has been removed by the City. [Revised 6/20/06, Ordinance 1925]

(4) The authority under this Section is in addition to the authority provided by [Section 12-312](#)(1). [Revised 6/20/06, Ordinance 1925]

#### 12-314 - Hazardous Building.

In the event that a building has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the building may be declared a hazardous building and treated consistent with the provisions of Minnesota statutes.