



Vacant Building Registration – Appeal Form

CITY OF LONG LAKE
 450 Virginia Avenue, PO Box 606
 Long Lake, MN 55356
 Phone / 952.473.6961

Date of Appeal _____

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

A property owner must register a vacant building as defined in City Code, Sec. 8-301 within 30 days after the building becomes vacant. Any change in ownership or changes to the information supplied as part of the vacant building registration must be reported to the Long Lake City Administrator within 30 days of the change.

To appeal the ruling of the vacant building ordinance as it has been determined to apply to your property, please complete the information below.

Property Information

Street Address of Property _____

Tax Parcel ID # _____

Property Type: Single Family/Two-Family Commercial Industrial
 Other _____

Owner Information

Owner of Record Name _____

Mailing Address _____

City, State Zip _____

Phone # _____ Email _____

Appeal of Vacant Buildings Ordinance

In accordance with the City Code of Ordinance, Chapter 8, Sec. 8-311, any owner of record who is aggrieved by a decision or order of the city administrator may appeal to the city council. Such appeal must be in writing on forms provided by the city and must specify the grounds for the appeal. The appeal must be submitted to the city clerk by personal service or United States Mail within 6 days from the date of a decision to declare the subject property vacant and/or hazardous or an order to secure a vacant property, and within 30 days from the date of any other decision or order from which the appeal is taken. Appeals will be presented to the city council for their review and decision at a public meeting. The city council has the final authority to grant or deny appeals.

On the lines provided below, as the owner of record, please describe the relevant circumstances or basis for your appeal; or attach your written request for appeal stating all relevant circumstances and basis for appeal. Supporting documents are welcome to be attached.

VACANT BUILDING REGISTRATION – APPEAL FORM (CONTINUED)

Signature of Owner

Owner acknowledges that the information provided is complete and accurate. Appeals will be presented to the city council for their review and decision. Owner understands that this application for appeal and any accompanying materials submitted may be discussed at a public meeting of the city council.

Owner Name (PRINT) _____ **X Signature** _____

**** FOR CITY USE ONLY ****

Appeal Received

Appeal Received By _____ Date Received _____

In Person US Mail

City Council Review

Date Reviewed by City Council _____

City Council Decision _____
