



CITY of CRYSTAL

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

Vacant Building Registration Requirements At-A-Glance

At-A-Glance offers an overview of the registration process and the requirements contained in Section 435 (Vacant Building Registration) of the City Code. The entire Section 435 can be viewed on the city's website: www.crystalmn.gov. Forms necessary for registration are available on the city's website, as well, or at Crystal City Hall.

1. **Register.** Register property that has been vacant for more than 30 days.
 - a. Submit required forms and fee. Complete the registration form and property plan and submit to city with \$700 registration fee.
 - b. Annual registration. The term of the registration is one year. The city will not refund the full or a prorated portion of the registration fee if the registered building is occupied/re-occupied during the term of the registration.
 - c. Transferability. The registration is not transferable. If the building or property upon which the building sits changes ownership during the term of the registration, the new owner(s) must re-register the building within 30 days of the change in ownership.
 - d. Failure to register. If the property is abandoned or the owner/responsible party fails to register the building, the building will be administratively registered, and applicable fees (\$700 registration fee and \$70 administrative charge) will be applied. If the applicable fees and charges remain unpaid, those costs will be certified as an assessment against the property.
2. **Change in contact information/ownership.** Any changes to contact information, ownership, or property status must be reported to the city in writing within thirty (30) days of any transfer of legal control and/or of any change of information on the registration application.
3. **Property Plan.** Submit a Property Plan within 30 days of registration using the form provided by the city. Property plan must satisfactorily address and include:
 - a. The manner in which the building will be secured against unauthorized entry.
 - b. Removal of all hazardous material or hazardous refuse.
 - c. Protection of building's water system.
 - d. Electrical and mechanical safety.
 - e. Exterior lighting.
 - f. Affirmation that the property shall be maintained in compliance with all applicable city codes including, among others, nuisances, grass and weeds, animals, exterior maintenance, motor vehicles, garbage and refuse, graffiti, dead/hazardous trees, abandoned swimming pools.

4. **Maintain property.** The building and property are to be maintained in good condition and in conformity with applicable city code standards.
5. **Public health and safety violations.** Owners/responsible parties must respond promptly to city notice of public health and safety violations (garbage accumulation, junk vehicles, unsecured building, etc.) by bringing the property into compliance with applicable city code. Failure to do so will result in enforcement action. Uncorrected violations will be corrected by the city, and any associated costs and administrative fees or penalties will be billed to the property owner/responsible party. If unpaid, such costs and fees will be certified as an assessment against the property.
6. **Required inspections.** Prior to occupancy or re-occupancy, it is the responsibility of the property owner to schedule required city inspections.
 - a. **Rental License.** If a residential property is to be rented out, the property owner must apply for and be granted a rental license prior to occupancy/re-occupancy. The rental license application process includes a mandatory inspection conducted by the city's housing inspection staff.