



# APPLICATION FOR APPEAL

## Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

### We need the following to process your appeal:

- ☐ \$25 filing fee (non-refundable) (payable to the City of Saint Paul)  
(if cash: receipt number \_\_\_\_\_)
- ☐ Copy of the City-issued orders/letter being appealed
- ☐ Attachments you may wish to include
- ☐ This appeal form completed
- ☐ Walk-In OR ☐ Mail-In  
for abatement orders only: ☐ Email OR ☐ Fax

#### **HEARING DATE & TIME**

(provided by Legislative Hearing Office)

Tuesday, \_\_\_\_\_

Time: you will be called between

\_\_\_\_\_ & \_\_\_\_\_

Location of Hearing:

*Teleconference due to Covid-19 Pandemic*

## Address Being Appealed:

Number & Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Appellant/Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owner (if other than Appellant): \_\_\_\_\_

Mailing Address if Not Appellant's: \_\_\_\_\_

Phone Numbers: Business \_\_\_\_\_ Residence \_\_\_\_\_ Cell \_\_\_\_\_

## What Is Being Appealed and Why? *Attachments Are Acceptable*

- ☐ Vacate Order/Condemnation/  
Revocation of Fire C of O
- ☐ Summary/Vehicle Abatement
- ☐ Fire C of O Deficiency List/Correction
- ☐ Code Enforcement Correction Notice
- ☐ Vacant Building Registration
- ☐ Other (Fence Variance, Code Compliance, etc.)

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# Legislative Hearing Fact Sheet

Legislative Hearings provide a forum to review appeals of City-issued orders and develop recommendations for City Council consideration. Appellants not satisfied with the recommendation of the Hearing Officer also have an opportunity to be heard before the City Council if they wish to appeal further. Any person unsatisfied by the quasi-judicial decision of the City Council may obtain judicial review by timely filing of an action.

## **Appeal Applications**

Appeal application forms are available online at <https://www.stpaul.gov/legislative-hearings> or they can be mailed to you by calling 651-266-8585. Due to COVID-19 Pandemic, appeal applications may be submitted in person (forms available outside of Room 310 City Hall) or by mail to Legislative Hearings, 310 City Hall, 15 Kellogg Boulevard W., St. Paul, MN 55102 or by email at [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us), noting you will need to mail the \$25.00 filing fee separately (Check should be made to City of St Paul). Appeal applications should be filed within ten days of the date of written notification of the item(s) being appealed.

## **Scheduling Your Appeal Hearing**

The date and time of the hearing for those applications submitted in person will usually be set at that time. Mailed/emailed applications will be copied and returned to the appellant with the date and time clearly indicated on the form. Generally, appeal hearings are scheduled one to four weeks after the application is submitted. Once an appeal has been scheduled, it may not be rescheduled more than once. Additional rescheduling will only be done by referral from the City Council.

*If you are appealing a special assessment or wish to be heard on a proposed order to abate a nuisance building, the appeal dates and times are automatically listed in the orders themselves.*

## **Hearings Are Held on Tuesdays & The Schedule Typically Is:**

- 9:00 Tax Assessments & Orders to Remove or Repair, Repurchase Applications
- 11:00 Summary & Vehicle Abatement Orders, Correction Notice/Vacate Orders by Code Enforcement
- 1:30 Vacant Building Registration Notices & Orders
- 2:00 Fire Vacate Orders - Condemnations & Revocations
- 2:30 Fire Certificate of Occupancy Letters, Fire Inspection Correction Orders & Inspection Appointment Letters
- 3:00 Other Cases (Usually Code Compliance Inspection Report, Fence Variance) and Overflow Hearings

## **What to Expect at the Hearing**

A number of appeals are heard in each hearing session. For each appeal, City Staff will give a report and appellants will be given time to present information, testimony, photos or other documents. The Hearing Officer will take all of this into account to develop a recommendation for Council consideration. Occasionally, a decision cannot be made at the hearing and the matter will be laid over or continued to allow the appellant and/or staff time to gather more information. The hearings are quite informal, but it is still expected that cell phones and pagers will be turned off, and City staff and appellants will address one another respectfully.

**Interpreter:** If you need an interpreter for your hearing, please call 651-266-8585 for us to arrange one.