



# APPLICATION FOR APPEAL

## Saint Paul City Council – Legislative Hearings

310 City Hall, 15 W. Kellogg Blvd.

Saint Paul, Minnesota 55102

Telephone: (651) 266-8585

legislativehearings@ci.stpaul.mn.us

### 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 & any attachments you may wish to include

Walk In

Mail

Email

Appeal taken by: \_\_\_\_\_

### HEARING DATE & TIME

(provided by Legislative Hearing staff)

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

Location of Hearing: \_\_\_\_\_

Telephone: you will be called between

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

In person (Room 330 City Hall) at: \_\_\_\_\_

(required for all condemnation orders and

Fire C of O revocations and orders to vacate)

## 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: 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.) \_\_\_\_\_

# Legislative Hearing Fact Sheet

## Appeal Applications

Appeals must be filed no later than the date indicated in the order issued by the City of Saint Paul. Questions about appeal deadlines should call 651-266-8585.

In person appeals: fill out the appeal form in our office City Hall 15 Kellogg Blvd. West, Room 310 Monday through Friday between 8 a.m. and 4:30 p.m. \$25 filing fee accepted by cash or check only.

U.S. Mail appeals: download one of the appeal forms below and return the filled-out form, along with a copy of the order, and any evidence you would like the hearing officer to consider, along with the \$25 filing fee (check only, please do not mail cash) to the address below.

Emailed Appeals: download an appeal form below and email to [legislativehearings@ci.stpaul.mn.us](mailto:legislativehearings@ci.stpaul.mn.us), along with a copy of the order, and any evidence you would like the hearing officer to consider. You will need to mail the \$25 filing fee separately (Check should be made to: City of Saint Paul and sent to the address below).

## 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.

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.

*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; scheduled as follows:**

- 9:00 Special Tax Assessments (1st and 3rd Tuesdays)  
Orders to Remove or Repair (2nd & 4th Tuesdays)
- 11:00 Summary & Vehicle Nuisance Abatement Orders, Correction Notices and Code Enforcement Orders to Vacate
- 1:00 Vacant Building Registration Notices & Orders
- 1:30 Fire Certificate of Occupancy Orders to Vacate (Condemnations & Revocations)
- 2:00 Fire Certificate of Occupancy Orders & Letters
- 3:00 Other Cases (such as Code Compliance Inspection Reports, Fence Variances)

## 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 including orders, photos, and other documents. The appellant is given time to testify, present information, testimony, photos or other documents. The Hearing Officer will take all of this into account to develop a recommendation for Council consideration. The hearings are informal but it is expected that cell phones are silenced and City staff and appellants will address one another respectfully.

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