**Disposition Policy and Procedure for the Sale of Splinter Parcels for Residential Side Yard by the Saint Paul Housing and Redevelopment Authority**

**Purpose:**

The purpose of this policy is to establish a procedure for the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota (the “HRA”) to:

* Sell an HRA or City-owned splinter parcel to the adjacent owner(s) for use as a residential side yard. A splinter parcel is defined as a piece of property that is unbuildable due to its size and/or configuration, topography, or soil conditions.
* Analysis of adjacent properties (listed out step by step for PM’s in a separate document)

**Objectives:**

* Revitalize neighborhoods by removing the blighting influence of neglected vacant lots.
* Increase the City’s tax base by returning publicly-held splinter parcels to private ownership.
* Reduce the HRA’s annual holding costs by decreasing the inventory of land held by the HRA.

**Policy:**

The HRA, after extensive internal staff analysis on the parcel, will seek to sell an unbuildable residential splinter parcel to the two adjacent property owners for use by those adjacent property owners as residential side yard. The unbuildable residential splinter parcel would be split and sold equally to the adjacent property owners. A splinter parcel may be sold in its entirety to one adjacent property owner if the other adjacent property owner is not interested in purchasing their portion.

1. The HRA property will be sold ‘as-is’ with purchase price and closing costs delineated.
2. Required Conditions for Sale

Property must be used for residential side-yard.

Property owner must combine their portion of the splinter parcel with their existing property and be informed that an increase in the size of their parcel can affect their property tax bill in the future (more property = more taxes collected).

Adjacent properties being offered a splinter parcel must be in good standing in terms of payment of property taxes and have no outstanding code violations.

**Procedure:**

1. As part of extensive preliminary research, PED staff will contact the Council Member and the District Council to let them know that the HRA is considering selling a splinter parcel to adjacent property owners for residential side-yard.

An adjacent property owner who seeks to purchase an HRA splinter parcel for residential side yard **must** meet a minimum criteria of proof that:

1.) they are current on the payment of their property taxes and; 2.) they do not have outstanding code violations.

1. Invite adjacent property owners by letter to submit an [application](file:///%5C%5CCH-2%5Cshared%5Cped%5CHRA%20PROPERTIES%20-%20SAVE%20CMCH%5CSplinter%20Parcel%20for%20Side%20Yard%20Application.docx), via online or mail, to purchase the property with the understanding that the property is a.) being sold ‘as-is’ with the purchase price plus closing costs delineated; b.) required to be used for residential side-yard; and c.) required to be combined with the property owner’s existing property.
2. Adjacent property owners have 30 business days from date of letter to submit an application to purchase the property. If only one adjacent property owner submits an application, they may be offered to purchase the splinter parcel in its entirety.
3. PED staff receives the application electronically or by mail from potential purchaser and prepares an HRA Board Report to recommend sale of the parcel.
4. HRA board approves or denies sale of the property.
5. If sale is approved, PED staff prepares closing documents, drafts the property deed, and sets up the closing.
6. PED staff and purchaser meet to close on the sale of parcel.

**City of Saint Paul Housing & Redevelopment Authority**

**Application to Purchase an HRA-Owned Splinter Parcel for Residential Side Yard**

**Applicant Information:**

**Date:**

**Applicant Name:**

**Mailing Address:**

**E-Mail Address:**

**Telephone Number (in case of questions):**

**If different from above, address of your property
adjacent to HRA-owned splinter parcel:**

**Parcel Identification Number (PIN) of your property:**

1. How long have you owned the above residential property?
2. Is the residential property owner-occupied (Do you live in the residential property?):
 Yes: [ ]  No: [ ]
3. Is the residential property rental property? Yes: [ ]  No: [ ]
4. Do you own other property within the City of Saint Paul? Yes: [ ]  No: [ ]

If “yes”, please list the addresses and types of property:

**HRA Parcel Information of parcel you wish to purchase for side yard
Address and Parcel Identification Number:**

**Plans for Side Yard Property:**

To promote the expansion of residential yards on vacant lots, the City is willing to sell parcels to adjacent residential property owners at a discounted sales price of $500.00 plus a $175.00 administrative fee due at date of application. The City if interested in encouraging improvements such as landscaping and fencing. In making the decision to sell an HRA parcel for side yard, the City will consider the extent of the improvements the applicant proposes to make.

Please describe your plans for the HRA parcel:

If you are proposing to make improvements to the property, please use the attached simple site plan form to show the location of those improvements. Please include the following:

1. Address of residential property, name of applicant, date of drawing;
2. Lot outline of parcels, location of sidewalk and street, labeled with name and address number;
3. Location of your existing house, driveway, fence and garage, as applicable;
4. Drawing of proposed improvements (plantings, fencing, pavement, grass, etc.) with descriptive labels;
5. Show direction by adding a “North” arrow

Applicant’s Signature Date

Applicant’s Signature Date

Applications should be returned within 30 business days of date of offer letter to:

**City of Saint Paul Housing & Redevelopment Authority
Department of Planning and Economic Development
1100 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102**

Questions? Call Cindy Carlson-Heins at 651-266-6608 or e-mail cindy.carlson@ci.stpaul.mn.us

**Application to Purchase HRA-Owned Splinter Parcel for Side Yard**

**SITE PLAN ATTACHMENT**

**(Return with Your Completed Application Form)**

Name: Parcel Address:

Phone Number: Date of Application:

Draw your plan in the box below or attach a separate sheet.