

## Property Maintenance



### Home and Yard Check List

This checklist is provided as a guideline for property owners to use in evaluating their property. This checklist is a basic guide to the important city ordinances about exterior housing, building and exterior property maintenance regulations that exist.

Exterior Housing Maintenance	
I. Roofs and Chimneys	
Yes/No	Roofs are free from surface breaks, raised edges, curling, missing or damaged shingles or holes.
Yes/No	Roofs are free of missing, damaged or rotting eaves, fascia or soffit.
Yes/No	Roofs are free of sag and capable of supporting required loads.
Yes/No	Chimneys are free of loose or unstable materials.
II. Foundation	
Yes/No	Buildings are structurally sound and do not lean or sag.
Yes/No	Foundations are free from cracks or holes.
III. Exterior Surfaces	
Yes/No	All exterior surfaces are free of blighting and deteriorating conditions such as...cracks, tears, holes, loose, missing or rotted boards or other materials.
Yes/No	Peeling, cracked or blistered paint or stucco.
IV. Exterior Walls	
Yes/No	The walls are weatherproof and watertight: protected from the elements by paint, protective covering or treatment.
Yes/No	The walls are in sound condition and repair.
V. Doors, Windows & Screens	
Yes/No	All windows have screens and unbroken windowpanes.

Yes/No	All doors and windows are waterproof, weatherproof and free of rot.
Yes/No	The doors, windows and screens are free of cracks, tears, holes, and loose or unstable materials.
Yes/No	The doors, windows and screens are in sound condition and repair.
VI. Fences and Retaining Walls	
Yes/No	Fences and retaining walls are: safe, structurally sound, and not leaning.
Yes/No	Free of missing slats or parts, loose or unstable materials.
Yes/No	Free of cracks and blistering that requires patching and/or painting.
Exterior Property Maintenance	
VII. Vehicles, Trailers, Boats, Campers, Etc.	
Yes/No	The property is free of outdoor storage of inoperable, unlicensed, dismantled or extensively damaged vehicles.
Yes/No	The property has no more than four vehicles parked on the property. All vehicles must be on a legal hard surface.
Yes/No	All vehicles outside are parked on an impervious surface.
Yes/No	No more than a total of two boats, trailers and RV (but no more than one RV).
Yes/No	All vehicles are parked at least five feet from side and 10 feet from rear lot lines.
IX. Outside Storage	
Yes/No	The property is free of junk, debris, brush, equipment, appliances, indoor furniture, or other personal property no longer used for the purpose it was made or manufactured.
Yes/No	Garbage cans are stored within a fully enclosed building or screened from public view.
X. Weeds, Grass & Vegetation	
Yes/No	The grass is less than 9 inches tall and free from noxious weeds.
Yes/No	The property is free from brush, leaves, grass and weed clippings.

## Home Improvement Programs

### Housing Resource Center™

The City contracts with the Housing Resource Center to provide information and assistance to homeowners free of charge, regarding financing for home acquisition, improvement and foreclosure prevention. Their office is located at **1170 Lepak Court** in the Historic Larson House. Call for assistance at **651-486-7401** or visit their website at [www.housingresourcecenter.org](http://www.housingresourcecenter.org)

Programs include:

- ⇒ Ramsey County Deferred Loan
- ⇒ MHFA Fix-up Fund
- ⇒ MHFA Rental Property Loan
- ⇒ MHFA Rehabilitation Loan
- ⇒ Shoreview Home Energy Improvement Loan

### Neighborhood Energy Connection (NEC)

The NEC offers an Energy Conservation Deferred Loan Program for income qualified residents. Please contact the NEC for more information:

**Phone: 651-221-4462 x132**  
[www.spnec.org](http://www.spnec.org)

### Rondo Community Land Trust (CLT)

Rondo CLT, offers a foreclosure prevention option for distressed homeowners who want to remain in their home and are willing to give up some of their homes future value. Rondo can be contacted at **651-221-9884**. Additional information can be found at [www.rondoclt.org](http://www.rondoclt.org)

### SHOREVIEW HOME ENERGY IMPROVEMENT LOAN

The City offers an energy improvement loan program to qualified residents looking to reinvest in their homes. The program's criteria includes:

- ⇒ For energy efficient improvements such as windows, doors, heating and cooling systems and water heaters
- ⇒ Income limits for single-family detached and attached (such as townhomes) homeowners whose homes have a certain value
- ⇒ Maximum loan amount: \$20,000 (Minimum: \$2,000)

**FOR MORE INFORMATION PLEASE CONTACT:**

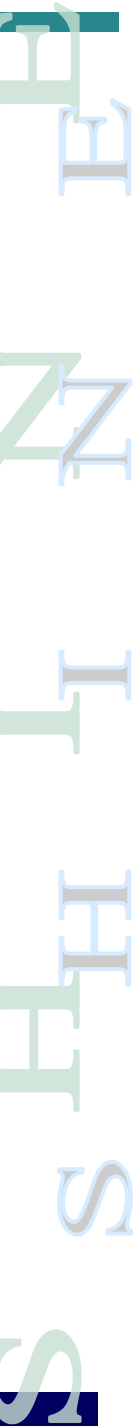
**HousingResource Center - NorthMetro**  
at **651-486-7401**

**OR VISIT OUR WEBSITE AT:**

[www.shoreviewmn.gov](http://www.shoreviewmn.gov)

### BUILDING PERMITS PROTECT YOUR INVESTMENT

Many home improvement projects require building permits. Permits are also required for electrical, plumbing, heating, air-conditioning work, driveway, fence and shed. Please call the City's Building Inspection division at **651-490-4691** for more information.



## **Spring CLEANUP DAY**

**Saturday, May 7, 2011**

**8:00 a.m. to 4:00 p.m.**

The location for **Refuse Drop-off** , **Household Hazardous Waste** and **Charitable Donation Items** is:

### **Ramsey County Public Works**

(Located at Highway 96 and Hamline Avenue)

**1425 Paul Kirkwold Drive**

**Arden Hills MN 55112**

**For more information**

**call (651) 490-4657 or**

**visit [www.shoreviewmn.gov](http://www.shoreviewmn.gov)**



City of Shoreview

Community Development Department

4600 Victoria Street North

Shoreview, MN 55126

Phone: (651) 490-4681

Fax: (651) 490-4696

Web Site: [www.shoreviewmn.gov](http://www.shoreviewmn.gov)

## ***Shoreview SHINE! Program***

**SHINE!** is a program designed to educate residents and raise awareness on the importance of maintaining properties in order to protect property values, livability and the quality of a neighborhood. Each year, a neighborhood is selected whereby educational and enforcement efforts are carried out to inform residents of applicable property and housing maintenance regulations. This effort includes direct mailings informing residents of City ordinances and available housing resources. City staff canvas the neighborhood, identify potential maintenance issues and work with property owners to resolve those issues. In the event substantial issues exist, the City will contact the property owner and work to achieve compliance to the City's ordinances. We hope that you support the goals of this initiative and understand the value of maintaining the appearance of property and preserving the quality of our residential neighborhoods.

***Help make your neighborhood SHINE!***

## **How You Can Help Keep Your Neighborhood Clean**

***If I see a property that is not kept clean and maintained, what should I do?*** Please contact the City offices at (651) 490-4681 and our code enforcement officers will investigate and notify the property owner, as applicable. You are not required to leave your name or contact information, but it is sometimes helpful so the City can follow-up if more information is needed or report to you the status of your complaint. Your name is considered confidential and the City takes great care in respecting your privacy. However, your name may be made available if a court action is required to resolve a violation.

***What if I have a concern regarding the maintenance of my neighbor's property, but I don't want to impact our relationship?*** It is always difficult to report property or nuisance concerns when it involves your neighbor. The City recognizes that many times neighbors will tolerate nuisances or property maintenance concerns towards another neighbor because you do not want to jeopardize relationships. If you do not feel comfortable discussing a concern with your neighbor you can contact the City.

***What is the process the City follows once a complaint is received to investigate and resolve a property or nuisance problem?*** When the City becomes aware of a possible code violation, City code enforcement officers will conduct a visual inspection to determine if a violation exists. The City will contact the subject property owner by letter informing them of applicable regulations and the findings of the inspection. Depending upon the nature, severity or possible safety implications, the City will allow a reasonable time period for the property owner to take corrective action. However, on occasion there is not timely cooperation and the City may need to pursue the matter through the court system. Unfortunately, this adds considerable time to resolving the matter.

*City of Shoreview*



*Make Your Neighborhood*

***Shine!***