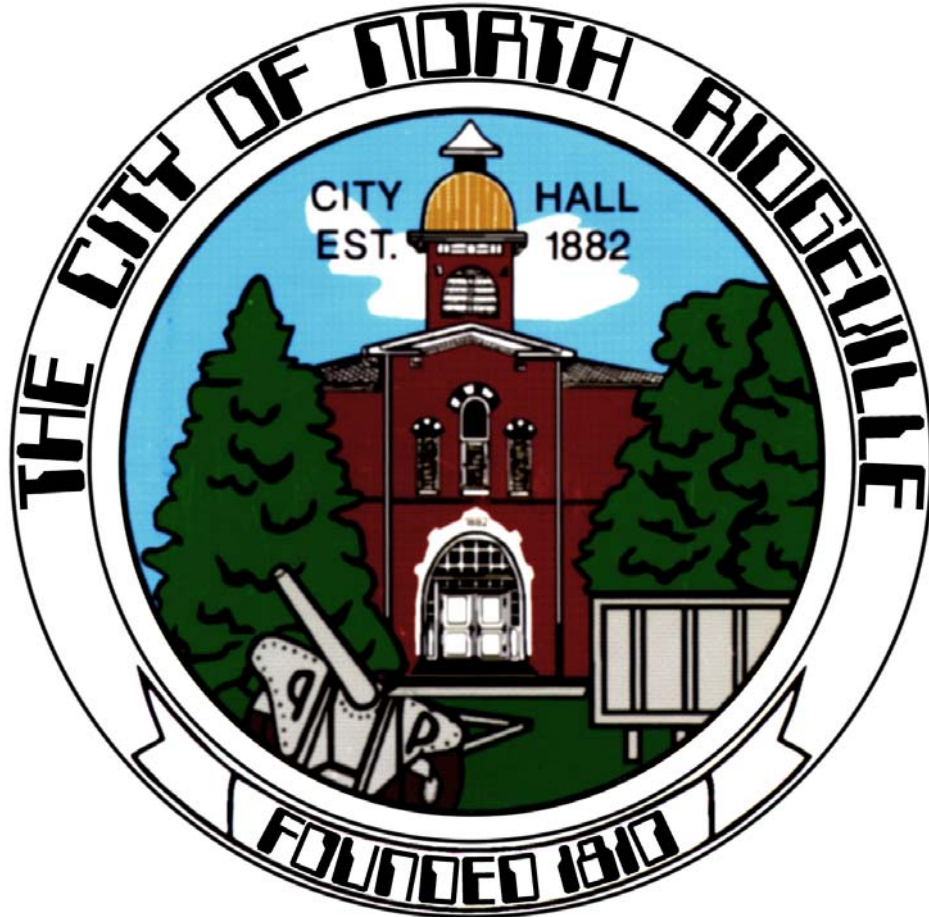


GENERAL INFORMATION



for RESIDENTS

*Published by the Office of the Mayor
G. David Gillock
March 1, 2011*

WELCOME TO NORTH RIDGEVILLE !

Your Mayor is G. David Gillock who can be reached at 353-0811. Safety-Service Director Jeff Armbruster can be reached at 353-0812. The Administrative Offices are located at City Hall, 7307 Avon Belden Road, 44039 and are open Monday through Friday, 8:00 a.m. to 4:30 p.m. General Switchboard number is 353-0819.

City Council meets on the 1st and 3rd Monday of the month with the exception of August when they are on hiatus. If a holiday falls on the 1st or 3rd Monday, Council will meet on the Tuesday following the holiday.

North Ridgeville has a Government Access Channel which is found on Cable Channel 12 (Time Warner). Notices of road closings, traffic changes, water shut-off or hydrant flushing may be found on this channel, including announcements of special programs and more. Names and phone numbers can be found for Council Members, Boards and Commissions and the Administration.

The North Ridgeville web site is www.nridgeville.org. A lot of information is found here including employment applications and other forms.

Residents 55 and over can take advantage of the many services offered by the North Ridgeville Office for Older Adults (Senior Center). Stop by or give them a call at 353-0828. Ask about the Care Call program for seniors as well as Meals-on-Wheels.

NO PARKING on any City street between the hours of 2:00 and 6:00 a.m.

When snow fall exceeds two inches within a 24 hour period, a Snow Ban is in effect and **NO PARKING** is permitted on any City street to allow snow plows to pass.

Vehicles may not park within ten (10) feet of fire hydrants. In addition, parking should not restrict the width of usable roadway to less than ten (10) feet. It is recommended that parking be on the opposite side from hydrants on narrow streets. On any city street, vehicles must be parked with the right (passenger) side to the curb.

Sprinkling Bans may be issued by the Office of the Mayor during drought conditions. Specific address numbers affected and duration of Sprinkling Ban may be viewed on the City's Cable Access Channel #12. Lifting of bans will also come from the Office of the Mayor.

Voter registration forms are available at City Hall or the library and may be returned to the Lorain County Board of Elections by mail. The Board then notifies the registrant by mail of their precinct and voting location. Questions may be answered by calling the Board of Elections office at 440-326-5900.

Garage Sale and Vehicle Sale permits are required at a cost of \$2.00. They can be purchased through the Mayor's Office. Limit of two each per year.

In order to burn a recreational fire, including chimneys, a permit must be obtained from the Fire Department. Stop in at Fire Station No. 1 or call 327-5311. Remember to respect your neighbors. Permit is free.

Automatic Alarm Systems that call emergency personnel must be registered with the City at a cost of \$5.00 for residents and \$25.00 for businesses. Forms may be obtained from/returned to the Mayor's Office.

Dog License registration information is available through the Lorain County Auditor's Office at 329-5207 and may be purchased directly from the Grateful Dog Bakery at 31966 Center Ridge Road, phone 353-1990.

North Ridgeville has Animal Control Officers who can be reached through the Police Department non-emergency number at 327-2191.

Street lights that are out or not properly functioning may be reported to Ohio Edison at 1-800-633-4766 or City Hall at 353-0819 or on line at www.firstenergycorp.com. Be prepared with an address to pinpoint the outage.

Marriage licenses are obtained at the Justice Center in the Probate Department or you can call their office at 329-5175. Mayor Gillock performs wedding ceremonies here at City Hall, Monday through Friday, 8:00 a.m. through 4:00 p.m., for a \$100 donation. (Make checks payable to Seniors, Inc. All wedding donations are given to the Seniors.) Five to seven days advance payment and license requested. No credit cards.

The Board of Education is located at 5490 Mills Creek Lane and general information may be obtained by calling 327-4444.

The North Ridgeville Branch of the Lorain County Library System is located at 35700 Bainbridge Road and can be reached by calling 327-8326.

The North Ridgeville Post Office Branch is located at 34760 Center Ridge Road (next to Marc's) and can be reached by calling 327-8806.

There are Notary Publics at City Hall or you may find one at any local bank.

The North Ridgeville Press newspaper is a local weekly newspaper. Their office can be reached at 1-866-732-1240. The Sun Sentinel is a local weekly newspaper. Their office can be reached at 1-800-362-8008.

The Chronicle Telegram is a local daily newspaper, phone: 329-7000.

Community Care is an organization that offers assistance to North Ridgeville families in need and also takes donations for those who wish to help others. Call 353-9716. (Located off Center Ridge behind Arby's.)

The North Ridgeville Chamber of Commerce offers a wealth of information from "fun things to do" to information on local businesses. One of the events they sponsor is the City Wide Garage Sale. For further information, call 327-3737 or visit their website at www.nrchamber.com.

Water and sewer bills, along with City Income Taxes, can be paid directly at City Hall. Our drive-through window is located on the north side of the City Hall complex and is available to persons wishing to drop off their payment after hours. Please designate payment type clearly on envelope.

Please contact the Building Department at 353-0822 before attempting improvements or construction in order to ensure that all the proper permits are applied for and obtained.

Trick or Treat will be observed in coordination with the Lorain County Community Alliance on October 31 from 6:00 to 7:30 p.m. each year.

*****NORTH RIDGEVILLE INCOME TAX DEPARTMENT*****

All residents who have attained the age of 18 are required to complete a questionnaire and file a NORTH RIDGEVILLE MUNICIPAL INCOME TAX RETURN by April 15 each year unless permanently retired or disabled.

Estimated tax payments are required quarterly unless NORTH RIDGEVILLE INCOME TAX is withheld automatically.

The NORTH RIDGEVILLE CITY INCOMETAX RATE is one percent (.01%). A 10% of .01% credit is given on wages taxed by a work city. Estimated tax payments are due quarterly as required by Ordinance. Quarterly taxes not paid on a timely basis are subject to a minimum penalty of \$25.00 per quarter for non-payment.

Payments can be mailed, paid at the Income Tax office or placed in the night depository located by the drive-up window on the north side of City Hall. Please put in an envelope clearly marked Income Tax. You may choose to sign up with UBILL at the city's website: www.nridgeville.org to receive, view and pay your North Ridgeville quarterly estimated tax bill online.

For further information contact the Income Tax Department at 353-0846.

NORTH RIDGEVILLE STREETS DEPARTMENT

35010 Bainbridge Road

Bill Gluvna, Service Dept. Superintendent

Phone: 440-353-0859

Email: BGluvna@nridgeville.org

Fax: 440-353-3257

The Service Department is in charge of all storm water, sewer and drinking water delivery systems inside the city limits. The Service Department is also responsible for all paving, ditching, street cleaning, mowing, traffic lights, signs, and much more. Should you have a problem with any system, please call 353-0814, or for after hours, the Police Department at 327-2191.

Scrap Tire Collection: Scrap tires may be dropped off at the North Ridgeville City Service Garage, 7:00 a.m. - 3:00 p.m., Monday through Friday ONLY, 35010 Bainbridge Road (between State Route 83 and Chestnut Ridge Road). Not Acceptable: semi-truck and trailer, farm equipment, any tires resulting from the operation of a commercial business or farm; tires maybe on or off the rim; maximum of ten (10) tires allowed. Service garage will not dismount tires or return rims.

Used Oil: Used motor oil may be dumped into the used oil container at the North Ridgeville City Service Garage, 7:00 a.m.-3:00 p.m., Mon. through Fri. ONLY, 35010 Bainbridge Road (between State Route 83 and Chestnut Ridge Road). Clean used motor oil, up to five (5) gallons maximum per day, will be accepted. In addition, peanut oil and any other clean oil may also be accepted. "Clean" means oil not mixed with brake fluid, antifreeze, gasoline or other fluids and is free of most dirt and other

solid matter. Used motor oil should be transported only in well-sealed containers. Call in advance for permission to bring in larger quantities.

Snow Plows: During winter months, please use caution when the snow plows are out. Give extra room to plow trucks while they are working.

City Workmen: City employees are always at the mercy of drivers when working on the City's streets. Please use extreme caution and maintain a reasonable speed when in their work areas.

N. RIDGEVILLE ENGINEERING DEPARTMENT

Scott Wangler, City Engineer

Phone: 440-353-0728

Cathy Becker, Asst. City Engineer

Fax: 440-353-0823

Randy Speidel, Asst. to the Engineer

CITY DEDICATED RIGHT-OF-WAY

PROPERTY OWNERS RESPONSIBILITY:

Property owner does NOT retain ownership of Right-of-Way area adjacent to their property but is required to maintain upkeep, i.e., mow grass, trim trees, install/repair sidewalk, remove snow from sidewalk, etc.

CITY IS RESPONSIBLE FOR MAINTAINING THE FOLLOWING:

Street pavement and curb (if any) including snow removal, berm (if no curbs), storm and sanitary sewer mains located in the public right-of-way or City accepted easements, sanitary sewer connections from the main to the street right-of-way line/property line, water main, road side ditches, traffic control devices, etc.

EASEMENTS

EASEMENTS established within or through any private property are specifically designed for City access to any storm sewer, sanitary sewer, drainage or water courses in the event maintenance or repairs are required. The property owner maintains the ownership of the property and is responsible for all tree and bush pruning/trimming and is required to assure that no adjoining foliage including trees and other debris does not enter and obstruct these systems. The City of North Ridgeville will assure the flow of a ditch is maintained/repaired due to natural silt build up as necessary. **IF NO EASEMENT IS ESTABLISHED AND RECORDED, THE PROPERTY OWNER IS RESPONSIBLE FOR ALL MAINTENANCE AND REPAIRS.**

For questions concerning the existence, width, type of easement, or for any other questions regarding easements or right-of-ways within the City of North Ridgeville, please contact the Engineer's Office.

GENERAL

Yard grade changes require approval by the Engineering Department. Please contact the Engineering Department at 353-0842 before attempting any yard grade change either by adding to or taking from the existing grade in order to ensure that proper drainage can be maintained and localized flooding does not occur.

Bare ground areas must be seeded within 21 days of grade approval.

Down spouts must drain to splash blocks and can not be directly connected to a storm sewer.

NORTH RIDGEVILLE DEPARTMENT OF UTILITIES

***Jim Whitlock, Dept. of Utilities Supervisor Phone: 440-353-0841
E-Mail: jwhitlock@nridgeville.org Fax: 440- 353-1540***

SECURITY DEPOSIT: Codified city ordinance 1046.18, as amended by 4464-2007 requires all new water customers to pay a \$50.00 security deposit for service. Water customers prior to October 18, 1982, that had no previous record of delinquency of either water or sewer bills, shall be exempted from paying a security deposit. The security deposit is non-refundable until such time as water service is terminated to said customer and his or her bill has been paid in full, or in the event the customer has shown no record of delinquency during any 12 consecutive months, the deposit may be refunded upon application by the customer. If at the time services are discontinued and disconnected there exists an outstanding balance, the security deposit shall first be applied and credited to the outstanding balance and the remainder refunded. In the event the services have been paid in full, said security deposit shall be refunded in whole, without interest.

REFUSE COLLECTION, "BLUE BAG" & "YARD WASTE" RECYCLING:
Collection day is TUESDAY. Please place your trash, blue bags and yard waste out at the curb by 6:00 a.m. on that day but no earlier than 36 hours before pickup. Guidelines for refuse collection are printed on the other side of this information sheet. Brochures with the guidelines for

“Blue Bag” and “Yard Waste” recycling are available in the Utilities Department.

BILLING: Bills are processed on a monthly basis, which include water, sewer and refuse charges (based on which services you receive) and are mailed out approximately the 23rd or 24th of each month. If you do not receive your bill by the end of the month please call our office for the amount of your bill and the due date. Full payment must be made or received by the due date in order to avoid a 10% penalty on your current water and / or sewer charges. Failure to receive bill does not waive penalty. Refuse is billed at a flat monthly rate of \$17.50. Water is billed according to the usage on your water meter and customers must pay a minimum of \$13.28 for 400 cubic feet of water. Sewer is calculated based on your water consumption and a base charge of \$1.82 will be charged each month regardless of usage. If your home will be vacant and you do not want to pay for the minimum amounts and refuse as mentioned above, you may have your water turned off until you are ready for service. A \$10.00 fee will be charged to turn the water back on. (Water and Sewer rates are available upon request)

SEWER DEDUCT METER: An additional meter for outside water usage, allowing the customer to pay for water that is used outside without paying for the sanitary sewer usage. The cost of the water meter only is \$183.00. A permit must be obtained from the Building Dept. for inspection of the meter set-up. Sewer Deduct Meter installation information is available at the Utilities Dept.

PAYMENTS can be mailed, paid at the Utilities Office, at our drive-up window located on the north side of City Hall, placed in the night depository located next to the drive-up window or paid at several local banks. Or you may choose to sign up with UBILL at www.nridgeville.org to receive, view and pay your North Ridgeville utility bill online. For more information visit our website or call the Utilities Department at 353-0841.

SENIOR DISCOUNTS: Discounts are offered to residents that are 62 years of age or older. The water discount is realized when the customer uses under the minimum billing amount of 400 cubic feet, they are only charged for the water that is actually used and there are no penalties levied for late payments. The refuse discount is \$1.00 off of the current regular residential rate. There is also an additional discount of \$1.00 off of the refuse rate for residents that are qualified for the Homestead Exemption through the Lorain County Auditor's Office. Forms for the water and refuse discounts may be obtained from the North Ridgeville Utilities Department. A copy of the approved Homestead Exemption

application must accompany the refuse discount for residents applying for the additional refuse discount.

DELAYED REFUSE PICK-UP: Our current refuse hauler does not work on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day. Pick-Up is only delayed one (1) day if the holiday falls on a Monday that week.

GUIDELINES FOR DISPOSAL OF RESIDENTIAL REFUSE

RESIDENTIAL REFUSE:

All garbage/rubbish generated by a producer at a residential unit.

RESIDENTIAL UNIT:

A dwelling within the corporate limits of the city occupied by a person or group of persons comprising of not more than four (4) families. An individual residential unit will be deemed occupied when either water or domestic light and power services are being supplied thereto.

BAGS: Plastic sacks designed to store refuse with sufficient wall strength to maintain physical integrity when lifted by top. Total weight of a bag and its contents should not exceed fifty (50) pounds.

BULKY WASTE: Stoves, refrigerators (must have Freon removed by a certified technician and have a sticker applied to it indicating the same has been done), water tanks, washing machines, small auto parts, furniture and other waste materials other than construction debris, dead animals, hazardous waste or stable matter with weights or volume greater than those allowed for containers.

BUNDLES: Tree, shrub and brush trimmings or magazines securely tied together forming easily handled packages not exceeding four (4) feet in length or fifty (50) pounds in weight.

CONTAINER: A receptacle with a capacity of greater than twenty (20) gallons but less than thirtyfive (35) gallons constructed of plastic, metal or fiberglass, having handles of adequate strength for lifting and having a tight fitting lid capable of preventing entrance into the container by vectors. The mouth of a container should have a diameter greater than or equal to that of the base. The weight of a container and its contents should not exceed fifty (50) pounds.

GARBAGE: Any and all dead animals of less than ten (10) pounds in weight, except those slaughtered for human consumption; every

accumulation of waste (animal, vegetable and/or other matter) that results from the preparation, processing, consumption, dealing in, handling, packing, canning, storage, transportation, decay or decomposition of meats, fish, fowl, birds, fruits, grains or other animal or vegetable matter (including but not limited to, used tin cans and other food containers; and all putrescible or easily decomposable waste, animal or vegetable matter which is likely to attract flies or rodents); except (in all cases) any matter included in the definition of bulky waste, construction debris, dead animals, hazardous waste, rubbish or stable matter.

RUBBISH: All waste wood, wood products, tree trimmings, Christmas trees, grass clippings, dead plants, weeds, leaves, dead trees or branches thereof, chips, shavings, sawdust, printed matter, paper, pasteboard, rags, straw, used and discarded mattresses, used and discarded clothing, used and discarded shoes and boots, combustible waste pulp and other products such as for packing or wrapping crockery and glass, ashes, cinders, floor sweepings, glass, mineral or metallic substances, and any and all other waste materials not included in the definition of bulky waste, construction debris, dead animals, garbage, hazardous waste or stable matter.

NORTH RIDGEVILLE BUILDING DEPARTMENT

Guy M. Fursdon, Chief Building Official **Phone: 440-353-0822**
Email: gfursdon@nridgeville.org **Fax: 440-353-0823**

WEB SITE ADDRESS: **www.nridgeville.org/building**

The Building Department now has a web site that provides various forms that can be downloaded. Some of these forms include the following:

Complaint Forms	Permit Applications
Fee Schedules	Contractor Registrations
Zoning Classification Ordinances	

PERMITS:

Building permits are issued through the Building Department. If you are unsure what projects require permits, please contact the Building Department. Processing for permits that require plan review (ex: sheds, decks, additions) take approximately two (2) weeks. These permits require plot plan and construction drawings. Please call 24 hours in advance for all required inspections.

CONTRACTORS:

The Building Department can provide lists of Contractors for specific trade work that are registered with the City for the current year. **Please check with the Building Department to verify that your contractor is registered with the City before hiring the contractor to perform work at or on your property.** A contract should be signed between the resident and contractor and the contractor should provide proof that the permit was pulled before work is started.

ZONING/FLOOD ZONE:

Zoning information and property zone classifications can be obtained from the Building Department as well as Flood Zone questions.

VARIANCES/CONDITIONAL USES:

A property may require variances or conditional use approval. Properties requiring variances or conditional use approval must get approval from the Board of Zoning & Building Appeals (BZA). When a variance is granted for a property it is continued with the property .
Valid

Conditional use permits must commence within two (2) years. If a conditional use ceases for one (1) year, it becomes invalid and must be resubmitted to the BZA for approval. BZA applications and questions regarding cases should be submitted to the Building Department. Questions regarding the Board of Appeals agenda or special meetings can be answered by the Board of Appeals Secretary at (440) 353-0513.

PLANNING COMMISSION:

Planning Commission cases and questions should be submitted to the Building Department. Questions regarding Planning Commission agenda or special meetings can be answered by the Planning Commission Secretary at (440) 353-0513.

HOME OCCUPATION PERMITS:

Residents who wish to operate a business out of a residence must obtain a home occupation permit. The permit must be approved by the Chief Building Official, Building Department @ 353-0822.

PROPERTY SPLITS:

Property split applications are submitted and processed through the Building Department.

DEPARTMENT HEADS

Auditor's Office: Teresa	Chris Costin, City Auditor Machovina, Deputy Auditor	353-0851
Building Dept:	Guy Fursdon, Chief Building Official Teila Lovell, Asst. Chief Bldg. Official	353-0822
Clerk of Council: Donna	Paula Cope, Tjotjos	
Clerk of Courts:	Dee Graham, Clerk of Council	353-0821
Computer Services:	Eric Clanin, Director of IT Services	353-0867
Engineering: Cathy	Scott Machovina, City Engineer Becker, Asst. City Engineer	353-0842
Fire Dept.: Rick Scott John	Miller, Fire Chief Bement, Asst. Chief Reese, Asst. Chief	353-0838
FCWWTP: Don	Daley, Superintendent	934-5251
Income Tax:	Laverne Porowski, Supervisor	353-0846
Law Department: Toni	Andrew Crites, Law Director Morgan, Asst. Law Director	353-0848
Parks & Rec:	Kevin Fougrousse, Director	353-0860
Police Dept.:	Michael Freeman, Chief of Police	327-6009
Senior Center: Rita	Price, Director	353-0856
Sexton/Grounds: 4619	Gary Teel, Supervisor	653-
Service Dept.:	Bill Gluvna, Service Dept. Supt.	353-0859
Treasurer: Anthony	Hatmaker, Treasurer	353-0854
Utilities: Jim	Whitlock, Supervisor	353-0840

City Hall Phone Numbers

<i>General Information</i>	<i>353-0819</i>
<i>Auditor's Office</i>	<i>353-0851</i>
<i>Building Department</i>	<i>353-0822</i>
<i>Clerk of Council</i>	<i>353-1508</i>
<i>Clerk of Courts</i>	<i>353-0821</i>
<i>Computer Services</i>	<i>353-0818</i>
<i>Engineering Department</i>	<i>353-0842</i>
<i>Fire Department non-emergency</i>	<i>353-0838</i>
<i>French Creek Wastewater Treat. Plant</i>	<i>934-5251</i>
<i>Income Tax Department</i>	<i>353-0846</i>
<i>Law Director's Office</i>	<i>353-0848</i>
<i>Mayor's Office</i>	<i>353-0811</i>
<i>Parks & Recreation</i>	<i>353-0860</i>
<i>Planning Commission, Zoning Board & Civil Service Commission</i>	<i>353-0513</i>
<i>Police Dept. non-emergency</i>	<i>327-2191</i>
<i>Safety-Service Director</i>	<i>353-0812</i>
<i>Senior Citizens</i>	<i>353-0828</i>
<i>Streets/Service Department</i>	<i>353-0814</i>
<i>Sexton/Grounds Maintenance</i>	<i>327-2740</i>
<i>or cell:</i>	<i>653-4619</i>
<i>Treasurer's Office</i>	<i>353-0854</i>
<i>Utilities Department</i>	<i>353-0841</i>

North Ridgeville Municipal Council

<i>Kevin Corcoran</i>	<i>President/At-Large</i>	<i>225-8965</i>
<i>Roseanne Johnson</i>	<i>President Pro-Tem/At Large</i>	<i>327-3099</i>
<i>Bernadine Butkowski</i>	<i>At-Large</i>	<i>327-8026</i>
<i>Nancy J. Buescher</i>	<i>Ward I</i>	<i>327-8528</i>
<i>Dennis J. Boose</i>	<i>Ward II</i>	<i>327-8528</i>
<i>Richard W. Jaenke</i>	<i>Ward III</i>	<i>748-1873</i>
<i>Bob Olesen</i>	<i>Ward IV</i>	<i>327-2705</i>
<i>George Smith</i>	<i>Clerk of Council</i>	<i>353-1508</i>
<i>Paula Cope</i>	<i>Chief Deputy Clerk of Council</i>	<i>353-1508</i>

2011 City Hall Holidays

New Year's Day - December 31, 2010

Martin Luther King Jr. Day - January 17, 2011

President's Day - February 21, 2011

Good Friday - April 22, 2011

Memorial Day - May 30, 2011

Independence Day - July 4, 2011

Labor Day - September 5, 2011

Veteran's Day - November 11, 2010

Thanksgiving Day - November 25, 2011

Day after Thanksgiving - November 25, 2011

Christmas Eve (Observed)- December 23, 2011

Christmas Day (Observed)- December 26, 2011

New Year's Day 2012 - January 2, 2012

City Hall will be closed on the above listed dates.

North Ridgeville City Hall

7307 Avon Belden Road

North Ridgeville, Ohio 44039

City Hall Fax: 353-0052

Mayor's Fax: 327-8593

Prepared by Office of the Mayor

***Revised 11/18/04; 2/02/05; 3/20/06; 7/30/07; 11/26/07; 2/12/08;
4/10/08; 6/18/09; 9/02/09; 10/12/09; 1/12/10; 3/24/10; 11/16/10; 3/1/2011***