

GENERAL INFORMATION



for RESIDENTS

Published by the Office of the Mayor

G. David Gillock

April 20, 2012

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 for Council Members, Boards and Commissions and the Administration are also available on Channel 12.

The North Ridgeville website 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 Meals-on-Wheels program for seniors.

NO PARKING on any City street between the hours of 2:00 a.m. 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, North Ridgeville Branch Library, or online at www.loraincountyelections.com. Completed forms 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 Lorain County 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 1-888-544-4877 or City Hall at 353-0819 or online 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 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 North Ridgeville 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 is a local weekly newspaper and can be reached at 1-866-732-1240. The Sun Sentinel is a local weekly newspaper and can be reached at 1-800-362-8008. The Chronicle-Telegram is a local daily newspaper and can be reached at 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. Community Care is located off Center Ridge Road, 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 INCOME TAX 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 SERVICE 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.

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.

Scrap Tire/Household Hazard Waste Collection: Scrap tires, e-scrap (electronics), household hazardous waste, fluorescent bulbs and ballasts may be dropped off at the Lorain County Solid Waste District located at 540 South Abbe Road in Elyria. Hours of operation: Mondays and Wednesdays 12:00-6:00 p.m. and Saturdays 9:00 a.m.-6:00 p.m. For a complete list of accepted materials, please visit the Lorain County Solid Waste District's website at www.loraincounty.us/solidwaste or call 1-800-449-5463.

NORTH 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/repared 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.

BACKFLOW PREVENTION REQUIREMENTS

Your private irrigation system or swimming pool is required to be fitted with an ASSE 1020 or 1013 Backflow Prevention Device that *must be tested at the time your system is installed and every 12 months thereafter, even if the system is not in use.* A state certified person must test backflow devices. Most local plumbers have personnel who can perform this test if your contractor has no one certified on staff. Please obtain a copy of this completed test for your records and submit a copy to the Engineering Department. This is not the contractor's responsibility; however, some will submit the test to the city on your behalf. To be safe, please confirm with Engineering that this has been done.

When choosing a contractor, be sure they are familiar with these backflow prevention requirements before signing an agreement. Also, for your protection, verify through the North Ridgeville Building Department at 353-0822 that your contractor is currently registered with the city before agreeing to any work. The Backflow Prevention Program, as described by Ohio Administrative Code 3745-95-02(a) and North Ridgeville Ordinance 1046.22, can be found online on the city's website at www.nridgeville.org. If you have any further questions regarding backflow prevention, please contact the North Ridgeville Engineering Department at 353-0842.

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 and an outstanding balance exists, 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, "YARD WASTE" & RECYCLING: Collection day is Monday or Tuesday, depending on your street location. Contact the Utilities Department to find out your pick-up day. Please place your trash cart, recycle cart and yard waste out at the curb by 6:00 a.m. on that day but no earlier than 36 hours before pickup. You will find guidelines for refuse collection as you continue to read this section of the booklet. Brochures with guidelines for "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 \$21.50. There is also a Fuel Recovery Fee associated with the refuse collection portion of your bill, which is calculated based on the EIA/DOE retail price for diesel fuel for the Midwest Region on the first Monday of each calendar quarter. Water is billed according to the usage on your water meter and customers must

pay a minimum of \$14.80 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 billing 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 online or at the Utilities Department upon request.

SEWER DEDUCT METER is 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 Department.

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. Visa and MasterCard accepted. For more information visit our website or call the Utilities Department at 353-0841.

SENIOR 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 senior citizens already receiving the refuse discount 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 Year's 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.

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.

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 and therefore shall be billed for refuse collection.

RECYCLABLES: Cardboard boxes, newspapers, junk-mail, cereal boxes, magazines, phone books, glass bottles and jars, aluminum and steel cans and numbers 1 and 2 plastics. Place all items loosely in recycling cart.

BULKY WASTE: Stoves, refrigerators and freezers (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 may be discarded the Monday or Tuesday of the FIRST FULL WEEK of each month.

BUNDLES: Tree, shrub and brush trimmings securely tied together forming easily handled packages not exceeding four (4) feet in length or fifty (50) pounds in weight may be discarded for pick-up from April to November each year.

Please view brochure by Allied Waste for more detailed information which you may obtain at the Utilities Department.

NORTH RIDGEVILLE BUILDING DEPARTMENT

Guy M. Fursdon, Chief Building Official Phone: 440-353-0822
Teila Lovell, Asst. Chief Building Official Fax: 440-353-0823
Email: gfursdon@nridgeville.org; tlovell@nridgeville.org

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

Complaint Forms	Zoning Classification Ordinances
Schedules	Contractor Registrations
Permit Applications Fee	

WEBSITE ADDRESS: www.nridgeville.org/departments/building.asp

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 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 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 at 353-0822.

PROPERTY SPLITS

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

DEPARTMENT HEADS

Auditor's Office:	Chris Costin, City Auditor Teresa Machovina, Deputy Auditor	353-0851
Building Department:	Guy Fursdon, Chief Building Official Teila Lovell, Asst. Chief Bldg. Official	353-0822
Clerk of Council:	Tara Peet, Assistant Clerk of Council Donna Tjotjos, Deputy Clerk of Council	353-1508 353-0513
Clerk of Courts:	Dee Graham, Clerk of Courts	353-0821
Computer Services:	Steven Dove, Director of IT Services Jason Noble, IT Services	353-0818 353-0867
Engineering Dept.:	Scott Wangler, City Engineer Cathy Becker, Asst. City Engineer	353-0842 353-1550
Fire Department:	Rick Miller, Fire Chief Scott Bement, Asst. Fire Chief John Reese, Asst. Fire Chief	353-0838
FCWWTP:	Don Daley, Superintendent	934-5251
Income Tax Dept.:	Laverne Porowski, Supervisor	353-0846
Law Department:	Andrew Crites, Law Director Toni Morgan, Asst. Law Director	353-0848
Parks & Recreation:	Kevin Fougrousse, Director Frank Vacha, Program Supervisor	353-0825 353-0880
Police Department:	Michael Freeman, Chief of Police Captain Marty Garrow	327-6009 327-6006
Senior Center:	Rita Price, Director	353-0856
Sexton/Grounds:	Gary Teel, Supervisor	653-4619
Service Department:	Bill Gluvna, Service Dept. Supt.	353-0859
Treasurer:	Anthony Hatmaker, Treasurer	353-0854
Utilities Department:	Jim Whitlock, Supervisor	353-0841

City Hall Phone Numbers

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

North Ridgeville Municipal Council

Kevin Corcoran	President/At-Large	225-8965
Bernadine Butkowski	President Pro-Tem/At-Large	327-8026
Roseanne Johnson	At-Large	327-3099
Nancy J. Buescher	Ward I	327-8581
Dennis J. Boose	Ward II	327-8528
Richard W. Jaenke	Ward III	748-1873
Bob Olesen	Ward IV	327-2705
George Smith	Clerk of Council	353-1508
Tara Peet	Assistant Clerk of Council	353-1508

2012 City Hall Holidays

City Hall will be closed on the below listed dates.

Monday, January 2, 2012 - NEW YEAR'S DAY

Monday, January 16, 2012 - MARTIN LUTHER KING, JR. DAY

Monday, February 20, 2012 - PRESIDENTS' DAY

Friday, April 6, 2012 - GOOD FRIDAY

Monday, May 28, 2012 - MEMORIAL DAY

Wednesday, July 4, 2012 - INDEPENDENCE DAY

Monday, September 3, 2012 - LABOR DAY

Monday, November 12, 2012 - VETERANS DAY

Thursday, November 22, 2012 - THANKSGIVING DAY

Friday, November 23, 2012 - DAY AFTER THANKSGIVING

Monday, December 24, 2012 - CHRISTMAS EVE

Tuesday, December 25, 2012 - CHRISTMAS DAY

Tuesday, January 1, 2013 - NEW YEAR'S DAY

North Ridgeville City Hall

7307 Avon Belden Road

North Ridgeville, Ohio 44039

City Hall Fax: 440-353-0052

Mayor's Fax: 440-327-8593

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;
3/1/11; 4/25/11; 6/8/11; 2/17/12; 4/20/12**