

Our Neighborhood

Keeping it
Friendly

Keeping it
Clean

Keeping it
Safe

*Required Reading
for Neighbors,
New and Old
and Property Owners
of the
Near Northwest Neighborhood.*

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Neighborhood**
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**NEIGHBORHOOD
RESOURCES
CORPORATION**

Neighbors Building
Better Neighborhoods

Hello, Neighbor!

If you've just moved in, or have been here for 50 years, this booklet is for you! It is intended as a manual to help you enjoy living in our neighborhood, as well as avoid problems. Please take a few minutes to read all of it, and then store this someplace - near your phonebook perhaps- for easy reference.

If you are a newcomer, welcome! We hope you find living here a happy experience and get to know your neighbors.

*Whether you are a tenant or homeowner, you are a neighbor and part of what makes this neighborhood good - or bad! **Courtesy and Consideration** are the keys to creating a place we are all proud to call our home. We all share equally in the responsibility of creating a safe, clean, and friendly environment.*

If you are a property owner who does not live in the neighborhood, it is critical that you understand everything in this booklet and educate your tenants in order to preserve and improve your investment. Neighbors will embrace good landlords and can be a help to those landlords who respect neighbors' property and quality of life. Inversely, neighbors will hold landlords responsible for the impact of their tenants' behavior/physical neglect of property on the well-being of their neighborhood.

Keeping It Friendly!

...means being a considerate neighbor who respects the needs and rights of others.

Animals

Courtesy and Consideration with regard to your pet(s) means following the law:

- Dogs may not run at large. Your pet must be on a leash when it is off your property.
- All dogs over 6 months of age must have a current dog license.
- Residents are allowed no more than 3 adult animals (dogs, cats, or a combination of) in a single unit.
- Keeping a dog which disturbs neighbors by barking is not permitted.
- Pet owners must remove any animal waste deposited by their animal on public and private property.
- Special licensing/rules apply to certain breeds of dogs, such as pitbulls.

Call South Bend Animal Control (235-9303) for licensing, to report lost/stray animals or incidents of abuse. Visit www.ci.south-bend.in.us/Code/Animal_Control.htm for more information.

Cars/Parking

- Make sure your license plates are up to date, or you will be towed, and it is very expensive to bail out your car. If it is towed, call 235-9361 for directions on what to do.
- Parking in the wrong direction on the street is a ticketable offense.
- Do not park on unpaved yards, lawns or in the alley. Keep motorcycles/ mopeds off sidewalks.
- **Please** do not visit with people in cars stopped in the middle of the street! Ask them to pull over to the curb.

- Following a heavy snow, pay attention to local news reports for plowing and parking prohibitions. Again, your car can be towed during snow removal times.
- Inoperable vehicles are not permitted on the street or in your yard.
- In the fall, pay attention to the news for leaf pick-up schedule and avoid parking in front of piles to be vacuumed.

Guests/Visitors

Please remember that you are responsible for the behavior of your guests or visitors with regard to all of the guidelines in this booklet.

Noise

Most of us live within 25' of our neighbors. Some may work nights and need to sleep during the day. Others work at home, are ill, or are studying and need quiet. Everyone is entitled to enjoy their home in peace and quiet, at all times.

What's too loud?

- Music, TV or voices that can be heard **at all** outside your apartment, home or car.
- Machinery such as lawn mowers, leaf blowers, power tools, operated before 7am or after 8 pm.
- Dogs barking incessantly.
- Party noise beyond 11pm by law. If you're having an outside party or even just visiting with friends, move it inside by 9 p.m. and quiet it down.
- Car horns: Visitors using a car horn to announce their arrival. Ask them to park and knock on your door, or call you on a cell phone.

If you are bothered by recurring noise:

- ask the noise maker politely to quiet it down.
- if they do not cooperate, call the police non-emergency number - 235-9361.

- contact the landlord if it is a rental property.*
- for cars with loud stereos, record the license plate and call 235-5982 with the information.
- incessantly barking dogs may be reported to Animal Control at 235-9303.

Zoning

Two's company, three adults is a crowd.

This neighborhood is zoned SF1-SF2-Residential, which means that single family homes or apartments may not be occupied by **more than two unrelated adults**. It also means that houses that are single family cannot be divided into apartments, and that once a house is used as a single family dwelling it cannot revert to a multi-family residence, even if it once was.

Building Permits are required for a variety of projects or home improvements, including fences. Contact the Building Department at 235-9554.

Residents of the Chapin Park and Riverside Drive historic districts must submit any plans for changes to the exterior of their home or yard to the Historic Preservation Commission for approval. Call 235-9798 for more information.

* If you do not know the owner of a rental property, you can find out at the St. Joseph County Assessor's Office (235-9557). Go in person to the 3rd floor of the County City Bldg, Jefferson and Lafayette Blvds. and inquire how to access this information on their counter computers. It is public record. (If the property has recently changed hands, the information may not be updated yet.)

Or you can access this information online if you have your own property tax information. Go to www.macogis.com. click on "Search for St. Joseph County parcels." Enter your own property information (this is Portage township). This will take you to a map of your block where you can identify nearby property parcel numbers and use that info to access the owner's name and mailing address.

Keeping It Clean!

Take pride in your space, and your place!

Homeowner or tenant: please think of the area around your house, including the alley behind and the street in front, as your opportunity to nurture a little part of this planet. That means cultivating it, keeping it litter-free (even if you didn't do it), and making it a positive reflection of you as a neighbor.

Trash

Pickup is on Thursday mornings. (see recycling info next page) Place your **bagged** household garbage (not yard waste, recyclables or construction materials) in the city container **ONLY** assigned to your house. Other containers/bags will not be emptied.

If your trash is picked up in the alley:

Place the City trash container with the arrow on the lid facing the alley. Your garbage should be bagged before going in the can. **Please keep the area around your can picked up!**

If your garbage is picked up in front of your house:
Please keep the can out of view from the street (behind your house) between pick-ups.

Place the can at the curb by 6 a.m. Thursday with the arrow on the lid facing the street. Return it to its **hiding place** by Thursday night. **Please do not leave the can at the curb!** If there is more than one apartment in your building talk to your landlord about who is responsible for the trash

Big items

Furniture, mattresses, building materials, old appliances, junk that doesn't fit in your garbage can? **You MUST arrange a special pick-up.** The property owner/bill payer can schedule this by calling 277-8823. Or you can request it by e-mailing extrapickup@ci.south-bend.in.us. There is no charge for one item per month (if no larger than about the size of a washing machine), and \$20 per cubic yard if bigger. **DO NOT place items out until the evening before the date you are told to,** and make sure you ask **WHERE** to place it. (curb or alley).

Lawns/Yard Waste

Pick-up for yard waste is **at the curb on your trash day** April to November. Grass clippings, small brush, weeds, etc, can be bagged, or placed in a container if not too heavy. Larger brush or limbs must be cut to 4 feet or less and tied up in bundles. **Remove containers from public view that evening.**

Recycling

Recycling pick-up is **every other** week at the curb only! **On the north side of Portage, it is every other Monday; on the south (between Portage and Lincolnway) it is every other Thursday.** You can get a receptacle (but can use any container) at Solid Waste Management Office, 621 E. Jefferson, South Bend (near Howard Park). Call 235-9973.

Recycle newspapers, cardboard, clean glass and plastics numbered 1-5 and 7, aerosol cans, phone books. No need to separate. **Place at curb by 6 a.m. and remove by that evening.** Please pick up any stray items. Call 235-9971 for more info.

Toxic waste, like paint, motor oil, batteries, pesticides, etc can be disposed of at the Hazardous Waste recycling center at 1105 E. Fifth Street in Mishawaka, Tues - Sat 8:30 - 3:30; Call 235-9971

Leaf Pick-Up

The City schedules two leaf pick-ups in the fall with timing dependent on conditions. Leaves should be raked onto the tree lawn (the area between the sidewalk and street) **NOT into the street.** Don't place sticks, rocks or other debris in the leaf piles. The vacuums will not pick them up. Leaves may also be bagged for pick-up. Call 277-8515.

Snow Removal/Sweeping

By law, snow over 3 inches must be removed from sidewalks within 24 hrs. of falling. If you are a tenant, clarify with your landlord who will take care of this. Remember, even if you rent, it's **YOUR** home, and reflects on you as a neighbor.

Curbs and Sidewalks and More...

Sidewalks are the responsibility of the property owner. Keeping it clear of debris is considerate *and* smart since the owner is liable for any injuries caused by broken sidewalks or ice. The property owner is also responsible and liable for the condition of the curb in front of a house.

The City of South Bend's Good Neighbors/Good Neighborhoods program offers

- a 50/50 plan for replacement of curbs and sidewalks with \$100 down and no-interest payments available, up to \$2,000 for a mid-block lot, and maximum of \$4,000 for corner lot if work is completed on both sides. Scheduling priority given to groups of adjacent neighbors.
- a grant for trees, flowers and shrub plantings up to \$125 per household for the front yard of a home, or more for neighborhoods or institutions working together on collaborative projects.
- a lamp post program to light up our neighborhood - \$200 installed
- downspout disconnect program at no charge

For more information/applications go online to www.ci.south-bend.in.us/forms/forms.htm or call the South Bend Dept. of Public Works at 235-9251. Tenants may apply but need to supply a letter from the property owner committing to pay any fees and giving permission for the work even if the tenant is willing to pay.

Trees in the tree lawn (the area between the sidewalk and curb) cannot be removed/planted without the permission of the city. Dead trees must be removed. Call the City Forester at 235-9414.

If you plan to dig... call 1-800-382-5544.

Abandoned Vehicles

Vehicles located on your property must be operable or they may be towed. If you have a vehicle on your property or in your neighborhood that is inoperable, please contact Code Enforcement at 235-9486.

Keeping It Safe!

Reporting Crime

Call 911 for an emergency (crime in action).

Call 235-9361 to report a non-emergency crime. (see other numbers on back page).

Neighbors are the best way to keep a neighborhood safe. If you do not report illegal activity, the police have no way of knowing it is going on. Please DO report it - over and over if necessary. Calling the police creates a file that can provide the legal means to eliminate on-going problems in our neighborhood. This is particularly true with nuisance properties where illegal activities, chronic disturbances, and code violations are taking place. The City can act against a property owner if they have a record of police calls to the house supporting the charges. In addition, police resources are directed where they are KNOWN to be needed.

Call the police for the following:

- loud, unruly neighbors
- theft of anything from your property or car
- suspicious behavior or persons
- any drug or criminal behavior you are aware or suspicious of.

You can report it anonymously. We are the eyes and ears that can help reduce crime.

Curfew

South Bend has a curfew for minors (see exceptions below):

Under 15 years old: after 11pm, before 5am, every night.

15, 16, & 17 yrs old: after 1 am/before 5 am on Saturday and Sunday; after 11pm on Sunday through Thursday or before 5 am Monday through Friday.

Exceptions made if in company of parent, guardian or adult specified in writing by parent (which the child has with them); if participating, going to, or returning home from lawful employment, school-

Important Phone Numbers

Abandoned vehicles - 235-9486

Animal Control: 235-9303

Building Dept./Zoning - 235-9554

Child Protective Services: 236-5445

Code Enforcement: 235-9486 or 235-5915

Police:

Emergency: 911

Non-emergency - 235-9361

Ongoing problem:

Day shift commander - 235-9283

Afternoon shift commander - 235-9587

Midnight shift commander - 235-5970

Suspected drug activity: 235-9406- caller may remain anonymous)

Noise ordinance violation- 235-9361

Open Drug dealing or prostitution - 235-9388

Traffic/parking related - 235-9306

Cpl Chris Voros, Northwest Crime

Intelligence Unit Office - 235-7503

Mayor's Office - 235-9261

Near Northwest Neighborhood, Inc. - 232-9182

Post Office - 255-9691

South Bend Comm. School Corp - 283-8000

Street Light Outages: 235-5938

Trash Service - 277-8823

Trash Violations: 235-9486

Utilities

Electric company (AEP)- 1(800)672-2231

Gas company (NIPSCO) - 1(800)464-7726

Water Works - 235-9236

Websites

Chapin Park neighborhood - www.chapinpark.org

Near Northwest Neighborhood

-www.nearnorthwest.org

City of South Bend - www.ci.south-bend.com

(with links to a variety of resources)

South Bend Public Schools - www.sbcsc.k12.in.us