



# **The Guide for Good Neighbors**

## **Amanda, Ohio**

**Community Ordinances & Services  
For You and Your Neighbors in the  
Village of Amanda**

**2015**

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## **VILLAGE ORDINANCES & RULES YOU SHOULD KNOW**

We all have different expectations of our neighbors. For some of you, a good neighbor is someone who takes time for a chat across the fence, or who helps with the chores when a neighbor is ill. For others, a good neighbor is someone who leaves us alone. Although we don't all agree on all the fine points of neighborliness, we do tend to agree on certain basic standards which allow residents to enjoy their homes and property, preserve peace and quiet in our neighborhoods, help maintain property values, and prevent disputes among neighbors.

The citizens of the Village of Amanda, through their elected representatives, have enacted many of these standards into law. Some of these "good neighbor ordinances" are described in this booklet, with references to relevant sections of the Codified Ordinances of Amanda and/or other codes. Please note that the ordinances in this guide were effective as of the date listed on the cover and may be added to or amended by vote of the Amanda Village Council.

Remember, when you follow these simple rules, you are not only obeying the law – you're being a good neighbor! The Village of Amanda's website, [www.villageofamanda.com](http://www.villageofamanda.com) has information on all village departments and programs. It is sometimes confusing finding the right department to contact when you have questions or need service. The following brief department descriptions may be helpful:

**Sherriff Department – if emergency call 911;** provides protection of private and public property, responds to nuisance law violations including barking dogs, abandoned vehicles, stray dogs and animal neglect complaints, illegal drug activity in neighborhoods.

**Property Maintenance** –Code Enforcement Officer investigates complaints and concerns.

**Zoning** – Village Administrator handles all zoning permits, complaints, and permitting.

All of the above, other than police department calls, can be reached at (740) 969-4771, or by email.

Village of Amanda email address is, [villageofamanda@hotmail.com](mailto:villageofamanda@hotmail.com) .

### **Reporting Violations**

If you see a violation in your neighborhood and want to report it, contact the appropriate village department. Voice mail messages may be left at any time, twenty-four hours per day. Most office hours are 8:00 a.m. to 2:00 p.m., Monday through Thursday, except holidays. Please leave your name, address, daytime phone number, and a brief message describing the issue so that we can reach you if additional information is needed. If you want to speak directly to a specific employee, please call during regular business hours. If the employee is not available, your call will be returned as soon as possible. Most of the complaints the Village investigates did not occur overnight, therefore, a remedy may not be available overnight. Legal requirements regarding investigations and notification of the property owner sometimes can delay action of a complaint for several weeks or longer. If, after a reasonable time period, you do not see corrective action in a code violation situation, feel free to contact the appropriate department for an update on the status of your complaint. A letter or notice from a village department regarding a complaint that has been lodged against you should never be ignored! Failure to respond to a notice order by the Village could result in criminal charges. The Village of Amanda has the authority to remove trash, junk, weeds and junk autos, from private and public property. You will be billed for the actual cost of any services, including any administrative costs. If not paid, a lien will be placed on your property. Criminal penalties may also apply. If you have any questions regarding a letter or notice received, please call the appropriate person to discuss it.

### **ANIMALS**

Animals must be confined to their owner's private property unless they are properly leashed. Maliciously hurting or killing any animal is prohibited by law. It is also unlawful to poison, torture, starve or abandon an animal.

### **Animal Waste**

All properties are to be kept free of animal waste. Animal waste should be bagged and disposed of with your regular trash.

### **Barking Dogs**

Barking or howling dogs are prohibited. Report violations to the Sherriff Department

### **Dangerous and Vicious Animals**

It is against the law to keep or own a dog for fighting, selling, breeding, attacking or causing to make unprovoked attacks upon people or animals. Dangerous or vicious dogs must be confined in a securely locked pen or structure upon the premises of the person owning, harboring, or having the care, custody or control of the dangerous dog, or be tied with a chain-link leash or tether so that the dog is adequately restrained. Such pen or structure must have secure sides and a secure top. The owner, keeper, or harbored of a vicious dog must obtain liability insurance of not less than \$100,000.00 because of damage or bodily injury to or death of a person caused by the vicious dog. Report violations to the Sherriff Department

### **Farm Animal**

Harboring or keeping of livestock within the Village limits are prohibited. Report violations to the Village Administrator at (740) 969-7771.

### **Hunting**

Hunting of animals or fowl within the village is prohibited.

### **Leash Requirement**

Dogs must be kept on a leash when not on the owner's property. Stray dogs should be reported to the Sherriff Department

### **Licensing**

All dogs three (3) months of age or more must have a dog license every year. Contact the Fairfield County Dog Shelter at (740) 652-7180 for further information.

## **BUILDING:**

### **Building and Plumbing Permits**

#### **Contractor Registration**

Effective November 7, 2011 the Village of Amanda requires contractor registration. This includes, any individual or company who is engaged in the business as a general contractor, sub-contractor, and/or project manager, or who provides construction activities such as general construction, repair, renovation, electrical, plumbing, heating and/or cooling, water line or sewer line installation within the municipal limits of the Village of Amanda. **Please note that property owners or residents performing work themselves are not required to register.**

If you are making major repairs to your property, permits are required for the following: new construction, alterations, additions or structural reinforcement to a residential property. A permit is not needed for painting, drywall repair, insulation or other minor repair work. If you are unsure if a permit is required, please contact the Village Administrator at (740) 969-7771

#### **Excavation**

All persons wishing to dig into or open up holes, ditches, or trenches in the sidewalk or roadway of any improved or unimproved street, alley or public way in the Village shall submit an application for right-of-way permit at least 5 days prior to the scheduled opening. No excavation shall take place until the application is reviewed and a permit is issued by the Village administrator at (740)-969-7771.

#### **Private Swimming Pool Fences**

All swimming pools or other bodies of water containing more than 24 inches of water in depth at any point and has more than 150 square feet of area on the water when filled to capacity are required to be enclosed by a fence. Swimming pool fences are required to be at least 40 inches in height as measured from the level of the ground where located. Each gate shall be provided with a secure, self-closing and self-latching lock and kept locked at all times when the depth of water in the pool exceeds 18 inches. Call the Village Administrator at (740) 969-7771 for additional information.

## **COMMONLY REPORTED NUISANCES**

### **Disturbing the Peace**

Disturbing the peace includes public intoxication, drunkenness, fighting, quarreling, assaulting, using profane language or other indecent or disorderly conduct. Complaints should be made to the Sherriff Department.

### **Drug Usage**

Properties and premises are often used for the purpose of conducting illegal drug transactions and other illegal drug activity. They are often neglected and negatively impact neighborhoods. If you are concerned that a neighboring property may be used for illegal drugs, contact the Sherriff Department.

### **Peddlers and Solicitors**

All peddlers and solicitors are required to obtain a peddler's license from the Village of Amanda BEFORE any solicitation within the village. If a peddler that comes to your door is unable to produce a license issued by the Village of Amanda, contact the Sherriff Department immediately.

### **Weeds, Litter, Junk Vehicles & Other Nuisances**

- Grass and/or weeds growing in excess of six (6) inches – must be cut within seven (7) days from notification.
- Trash, rubbish, junk stored on the property – must be removed within seven (7) days from notification.
- Junk vehicles – unlicensed AND/OR inoperable vehicles not in an enclosed building or garage must be removed or repaired and licensed within seven (7) days of notification.
- Abandoned vehicles – abandoned vehicles may not be parked on a public street for longer than 48 consecutive hours or on private property without the property owner's permission
- Parking of boats, campers, recreational vehicles – prohibited from being stored or parked on any public street or right of way, and prohibited from being parked, unless screened, in residential areas.

The Village updated its code in 2012 with the adoption of the 2012 International Property Maintenance Code. Persons found in violation of the Property Maintenance Code can be subjected to fines, criminal charges and possible demolition of their building if it is found to be dangerous. Owners of the property will be issued a notice requiring them to repair or make safe their property. Depending on the nature of the problem, owners may have from 10 days to 30 days to complete the work. Extensions are only available on a case-by-case basis.

As a neighborhood resident, you have the right and the responsibility to report property maintenance code violations to ensure dangerous and unsanitary conditions do not persist in your neighborhood. Call (740) 969-7771 or send an email to [villageofamanda@hotmail.com](mailto:villageofamanda@hotmail.com) for further clarification of the Property Maintenance Code or to report a violation.

## **CURFEW**

The curfew schedule below applies to minors in all areas of the Village of Amanda when not accompanied by an adult parent or guardian:

**Minors under the age18** – between the hours of 11:00 p.m. and 5:00 a.m. The provisions of this section do not apply to a minor with his parent, guardian or other responsible adult having the care, custody and/or control of the minor. Parents are responsible for their children observing these curfews.

## **EMERGENCY SERVICES**

The Village of Amanda is part of the Fairfield County 9-1-1 emergency system. The Village is served by the Sherriff Department for police protection and the Amanda Fire Department for fire protection. See page 11 for contact information.

## **GARBAGE AND TRASH**

### **Residential Trash Pick Up**

The Village of Amanda contracts for residential trash pickup. Weekly trash pickup is currently scheduled for

**Tuesdays**, except for holidays. For additional information, call the Village Office 740-969-7771. Trashcans should be set out at the street no sooner than 24 hours prior to the scheduled pick-up and be removed from the curb by 6:00 p.m. the day of the pickup.

### **Leaf Pick-up**

Public notification will be given regarding the start and end of leaf pick-up throughout the fall. The Service Department will alternate between starting sides of the village, then proceed through the village until the end date. Leaves should be raked to the curb, but not placed in the street.

### **House Numbering**

All homes and buildings are required to have address numbers located where easily seen from the public right-of-way by police, fire and ambulance staff. All numbers must contrast with their background and be Arabic numerals at least 4" high with a minimum stroke width of ½".

### **Open Burning**

Open burning is permitted within the village in only certain situations. Contact the Amanda Fire Department at (740) 969-2629 for additional information. Burning of leaves, garbage or refuse is not permitted.

### **NOISE & PUBLIC DISTURBANCES**

The Village of Amanda has zero tolerance ordinances against causing loud noises and public disturbances (a warning does not need to be given) as well as against fighting or causing harm to another person or property. There are ordinances against loud radios, stereos, or "boom boxes"; loud motor car sounds; tire "squealing" or "peeling"; racing of car motors; and gasoline engines within the village limits without a muffler to deaden the noise. There is no specific time when loud noise is permitted; therefore a person could be cited at any time of the day.

## **PARKS & RECREATION**

### **Festivals**

Any festivals, fundraisers, and/or other special events must receive a special events permit from the Village Administrator prior to planning any of the above. The Village Administrator has the discretion to forward the request to the Village Council for action.

### **SIDEWALKS & CURBS**

#### **Curbs**

Maintenance of curbs is the responsibility of the property owner. A driveway entrance requires a right-of-way permit from the Village Administrator by calling 969-7771.

#### **Sidewalks**

Although sidewalks are a public way, property owners are responsible for the maintenance and repair of all sidewalks on their property, including snow and ice removal. Replacing a public sidewalk requires a permit from the Village Administrator.

#### **Street Trees/Tree Lawns**

Trees between the curb and sidewalk are the property of the Village of Amanda. Permission must be obtained from the Village Administrator at 969-7771 before trimming, removing or planting trees. The maintenance of the grass in this area is the responsibility of the property owner.]

## **STREETS**

### **Maintenance**

The Village regularly patches pot holes as needed. To report a pot hole, call the Village Office at (740) 969-7771.

### **Snow Removal**

The plowing and salting of village streets takes place as soon as possible when snow occurs. Main routes are cleaned first, followed by secondary streets. Alleys are plowed last. Please remove vehicles from the street if possible, or be sure that any cars parked on the street leave plenty of room for trucks to pass by.

## **ZONING Accessory Structures**

The addition of patios, porches, garages, sheds, and building additions require zoning permits if they are 100 square feet or larger. Specific yard and setback requirements will apply. Permit fees are based on the

specific nature of the permit. Prior to the construction of a fence, the property owner must obtain a Fence Permit from the Village Administrator by calling 969-7771. Applications are available at the municipal office. Fences cannot exceed six (6) feet in height; fences in front yards cannot exceed three (3) feet in height. Chain link, mesh wire, barbed wire or similar sharp point fences are prohibited. Exceptions: Galvanized chain link fence with rolled over top wires with a horizontal support tube will be permitted in any residential district, other than planned districts. All fences and walls must have the finished non-structural face outward. All fences must have a minimum of one foot from the property line. All fences on one parcel must have a unified style. Fences cannot be constructed until surveyor pins are visible; if not, a survey must be done.]

### **Home Occupations**

Home-based business or home occupations are permitted in residential neighborhoods provided they comply with zoning requirements. Registration with the **Village's Zoning Administrator is required.**

### **Use**

The Village of Amanda has a zoning ordinance that protects neighborhoods by prohibiting most commercial, industrial or other negative activities in residential districts, and by requiring a minimum level of separation between uses. For further information regarding neighborhood land uses or obtaining zoning approval for additions or improvement projects, contact the Village Administrator at (740) 969-7771.

## **ADDITIONAL INFORMATION**

### **Drainage Problems**

If you have a drainage problem on your property which is damaging your property or it is affecting your neighbor(s) or village right-of-way, you may be required to correct the problem. You are not permitted to connect roof or site drains into the sanitary sewer system, however you may be able to connect them to the storm drainage system with the approval of the Village Administrator

### **Garage/Yard Sales**

Garage and/or yard sale signs are permitted on the property where the sale is taking place. The placement of signs advertising garage/yard sales are not permitted on street trees, utility poles or in the street right-of-way.]

### **Illegal Discharge to Storm Sewers/DO NOT Dump**

It is illegal to discharge pollutants or waters containing pollutants (i.e. anti-freeze, pesticides, paints, motor oil or other hazardous chemicals) into the village's storm sewer drainage system, including but not limited to catch basins, drainage pipes, rivers or streams. Violations should be reported to the Village Administrator at (740) 969-7771.

### **Proper Way to Discharge a Sump Pump**

After the sump pump is properly installed in accordance with the manufacturer's instructions, the discharge side of the pump should be connected to a rigid PVC pipe (Schedule 40 min.). The discharge pipe should either be installed through the outside wall of the structure and freely discharge onto an approved splash plate, or continued underground to and discharged through the street side curb or connected to an existing storm drain. A right-of-way permit is required for any excavation in the Village right-of-way. Any connection to the Village's storm drain system must have prior approval from the Village Administrator, by calling 969-7771.

### **Please note: Clean water connection to the Village's sanitary sewer system is NOT PERMITTED**

To have your water service turned on or off or for billing questions, call the Water Billing Clerk at (740) 969-7771. Repair of your water line from your house to your tap at the main is your responsibility. Rules and Regulations regarding your water and sanitary sewer systems are available for your review.

# Village of Amanda Elected Officials

**Mark Moore, mayor**

Sarah Henderly

Tim Kirchgessner

Jim White

Danny Wharton

Jennifer Dodson

Mark Ames

Council meetings - \_\_\_\_\_ 1<sup>st</sup> Monday of the month

Finance Committee – \_\_\_\_\_ (Meets as needed)

Rules Committee - \_\_\_\_\_ (Meets as needed)

Safety Committee - \_\_\_\_\_ (Meets as needed)

Service Committee - \_\_\_\_\_ (Meets as needed)

## **IMPORTANT PHONE NUMBERS**

### **Sherriff**

**Emergency 9-1-1**      Non-emergency 740-652-7900

### **Fire**

**Amanda Twp Fire Dept**

**Emergency 9-1-1**      Non-emergency (740) 969-2629

### **Administration (740) 969-7771**

Village Administrator

Clerk of Council

Shelter House Rentals

Water Billing

Street Dept

Water Dept.