

The Guide for Good Neighbors



Baltimore, Ohio

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

April, 2011

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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 Baltimore, 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 Baltimore 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 Baltimore 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 Baltimore's website, www.baltimoreohio.org 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:

Building Department – handles new and renovated building inspections, plan review and permitting.

Police 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. For non-emergency contact of the police department, please call (740) 862-4205. If there is no answer during work hours, call (740) 862-4491.

Property Maintenance - Village Administrator 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) 862-4491, or by email. Email addresses are available on the village's website, www.baltimoreohio.org.

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 4:30 p.m., Monday through Friday, 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.

Compliance Guidelines

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 Baltimore 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. [618.01 – 618.06]

Animal Bites/Quarantine

All animal bites must be reported to the Baltimore Police Department (see pg. 11). Domestic animals may require quarantine and a veterinarian exam. [618.11]

Animal Waste

All properties are to be kept free of animal waste. Animal waste should be bagged and disposed of with your regular trash. [618.13]

Barking Dogs

Barking or howling dogs are prohibited. Report violations to the Baltimore Police Department (see pg. 11). [618.07]

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 harbinger 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 Baltimore Police Department (see pg. 11). [618.01]

Farm Animal

Harboring or keeping of livestock within the Village limits are prohibited. Report violations to the Village Administrator at 862-4491. [618.16]

Hunting

Hunting of animals or fowl within the village is prohibited. [618.12]

Leash Requirement

Dogs must be kept on a leash when not on the owner's property. Stray dogs should be reported to the Baltimore Police Department (see pg. 11). [618.01]

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

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 Building Department at (740) 862-4491. [1408.01 – 1408.02]

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 Street Supervisor and Village Engineer at 862-4491. [1002.01 – 1002.08; 1002.99]

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 862-4491 for additional information. [1404.03]

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 Baltimore Police Department (see pg. 11).

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 Baltimore Police Department (see pg. 11). [624.01 – 624.15]

Peddlers and Solicitors

All peddlers and solicitors are required to obtain a peddler's license from the Village of Baltimore 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 Baltimore, contact the Baltimore Police Department immediately (see pg. 11). [804.01 – 804.16]

Weeds, Litter, Junk Vehicles & Other Nuisances

- Grass and/or weeds growing in excess of four (4) inches – must be cut within ten (10) days from notification. [1406.01 – 1406.02; 302.4]
- Trash, rubbish, junk stored on the property – must be removed within ten (10) days from notification. [1406.01 – 1406.02; 302.1]
- Junk vehicles – unlicensed AND/OR inoperable vehicles not in an enclosed building or garage must be removed or repaired and licensed within ten (10) days of notification. [1406.01 – 1406.02; 302.8]

- 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. [452.05]
- 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. [1246.06]

PROPERTY MAINTENANCE

The Village updated its code in 2009 with the adoption of the 2009 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) 862-4491 or send an email to mhall@baltimoreohio.org 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 Baltimore when not accompanied by an adult parent or guardian:

Minors under the age of 14 – between the hours of 10:00 p.m. and 5:00 a.m.

Minors between the age of 14 and 16 – between the hours of 11:00 p.m. and 5:00 a.m.

Minors between the age of 16 and 18 – between the hours of 12:00 a.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. [648.11]

EMERGENCY SERVICES

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

GARBAGE AND TRASH

Residential Trash Pick Up

The Village of Baltimore contracts with Waste Management Inc for residential trash pick up. Weekly trash pick up is currently scheduled for Mondays, except for holidays. For additional information, call Waste Management at 1-800-343-6047. 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 pick up.

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.

HOME SAFETY

The Baltimore Police Department is available to make presentations to organization about crime and safety, drug education, and beginning block watch program. Contact the Baltimore Police Department (see pg. 11) for further information.

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". [1406.01 – 1406.02; 304.3]

Open Burning

Open burning is permitted within the village in only certain situations. Contact the Basil Joint Fire District at (740) 862-8596 for additional information. burning of leaves, garbage or refuse is not permitted. [680.08]

Vacation Checks

The Baltimore Police Department offers home vacation checks for random checks of the property. The program includes a log of check dates and times. Contact the Police Department (see pg. 11) for further information, or visit the Village's website at www.baltimoreohio.org to schedule a vacation check.

NOISE & PUBLIC DISTURBANCES

The Village of Baltimore 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. [636.01 – 636.24; 642.01 – 642.12; 648.01 – 648.10; 432.37434.09]

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. [1046.03]

Municipal Pool

The Village of Baltimore operates a municipal pool during the Summer season. Entrance fees are available through season memberships or daily passes. Rates are established by the Village Council. Hours of operation are advertised and posted at the pool. During pool season, you can reach the pool by calling (740) 862-8099.

The municipal pool has Rules and Regulations that must be followed. The list of rules is provided to all patrons at the pool and is available to the public. Failure to follow rules will result in disciplinary procedures up to and including permanent expulsion from the pool for the remainder of the pool season. [1044.01 – 1044.02]

Park Rules & Regulations

The Village of Baltimore owns and maintains three parks. Alt Park is used primarily for youth recreation sports organizations, but also includes a playground and walking areas.. Johnson Park includes a shelter house, playground, open space, and softball fields. The pool is located at Johnson Park. Basil Park is a neighborhood park that includes a shelter house and playground.

The Basil Park and Johnson Park shelter houses may be rented by the general public by calling the municipal offices at (740) 862-4491. Rates for rental are determined by the Village Council, and pay for the upkeep of the buildings. [1046.01]

Rules and Regulations are in place for all municipal parks and must be followed at all times. Failure to follow park rules may result in removal from the park or criminal charges. [1046.02 – 1046.99]

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 Street Supervisor by calling 862-4491. [1002.01]

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 Street Department Supervisor. [1002.01 – 1002.99]

Street Trees/Tree Lawns

Trees between the curb and sidewalk are the property of the Village of Baltimore. Permission must be obtained from the Village Administrator at 862-4491 before trimming, removing or planting trees. The maintenance of the grass in this area is the responsibility of the property owner. [1050.04 – 1050.99; 1299.07]

STREETS

Maintenance

The Village regularly patches pot holes as needed. To report a pot hole, call the Street Department at (740) 862-4491. You can also report a pothole on the Village's website, www.baltimoreohio.org.

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. The Villages' Snow Plow policy is available for view on the village's website, www.baltimoreohio.org. [1048.01]

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. Building permits are needed for most of these structures if 200 square feet or larger. Permit fees are based on the specific nature of the permit. [1286.01 – 1286.99; 1408.01 – 1408.03]

Fences

Prior to the construction of a fence, the property owner must obtain a Fence Permit from the Village Administrator by calling 862-4491. Applications are available at the municipal office or on the Village's website. 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. [1246.10; 1076.09]

Home Occupations

Home-based business or home occupations are permitted in residential neighborhoods provided they comply with zoning requirements. Registration with the Village's Income Tax Department and a Zoning Permit are required. [1276.07]

Use

The Village of Baltimore 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) 862-4491, or email to mhall@baltimoreohio.org. Zoning application forms are also available on the Village website at www.baltimoreohio.org. [1230.01 – 1299]

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 Engineer. Contact the Engineer at (740) 862-4491. [1020.04]

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. [1282.03]

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 Water/Wastewater Supervisor at (740) 862-4491.

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 streetside 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 Street Supervisor, by calling 862-4491. Please note: Clean water connection to the Village's sanitary sewer system is NOT permitted.

Water Service

To have your water service turned on or off or for billing questions, call the Water Billing Clerk at (740) 862-4491. 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. [1026.01 – 1026.14]

VILLAGE OF BALTIMORE ELECTED OFFICIALS

Robert M. Kalish, Mayor 435E. Cliff Street 862-4491	Judy Landis, Council President 711 S. Main Street 862-8095	Robert Hankison 425 E. Cliff Street 862-6861
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James Hochradel 515 W. Market Street 862-8349	Tony House 208 Hansbarger Avenue 862-8582	Chuck Keller 405 S. Park Drive 862-8930
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Dwayne Mohler
798 W. Market Street
862-3806

Finance Committee – **Hankison**, Hochradel, House
(Meets 3rd Tuesday of each month)

Rules Committee - **Landis**, Keller, Mohler
(Meets as needed)

Safety Committee - **House**, Landis, Mohler
(Meets 1st Monday of each month)

Service Committee - **Hochradel**, Hankison, Keller
(Meets 2nd Tuesday of each month)

IMPORTANT PHONE NUMBERS

Police

Emergency 9-1-1
Non-emergency (740) 862-4205
If no answer during business hours, call (740) 862-4491

Fire

Emergency 9-1-1
Non-emergency (740) 862-8596

Administration (740) 862-4491

Clerk of Council
Finances
Mayor’s Court
Shelter House Rentals
Village Administrator
Water Billing

Municipal Pool (740) 862-8099

Street Department (740) 862-6060