



*the City of*  
**Greendale**

7309 Natural Bridge, Room 204  
St. Louis, Missouri 63121

Phone: (314) 383-2577 • Fax: (314) 383-2664

# **CITY OF GREENDALE**

## **RESIDENT HANDBOOK**

**Updated December 23, 2015**

**City of Greendale  
7309 Natural Bridge Road, Room 204  
St. Louis, Missouri 63121**

**314-383-2577 (voice)  
314-383-2664 (fax)**

**City Web Site: [www.greendale-mo.us](http://www.greendale-mo.us)**

## Introduction

The City of Greendale, Missouri was incorporated in 1950 as a fourth-class city. Incarnate Word Academy and St. Vincent Park bound it on the north; on the south by St. Charles Rock Road; on the east by St. Vincent Park; and on the west by Normandy Drive.

The Mayor is elected every four years. There are four Alderpersons elected at-large, two per year. Appointed positions are Building Commissioner, Code Enforcement Officer, Treasurer, Deputy Treasurer, City Administrator/City Clerk, and two Assistant City Clerks.

The City Hall is located at 7309 Natural Bridge Road, Room 204, 63121. Office hours are posted in the monthly newsletter (*Greendale Green Sheets*) delivered, emailed or mailed to each household.

Through the years, Greendale residents have kept their homes and property well-maintained. We take pride in Greendale's neat, clean and orderly appearance and the residents' commitment to maintaining our quality of life.

To assist in the maintenance and preservation of the current order within the City, city officials have prepared this handbook for information, guidance and reference. This handbook explains many day-to-day regulations which govern City life. Responsibilities of the City and of the residents are outlined. Please keep this handbook in a readily accessible place in your home.

City Ordinances govern the information covered in this handbook. Ordinances are in place to protect and preserve order within the City, and to protect the rights of all Greendale residents. To that end, ordinances also provide penalties and fines for violations, prosecutable in Greendale Municipal Court. To the credit of most residents who observe "good neighbor" ways, violations are few and far between.

This handbook **does not** contain excerpts or summaries of every city ordinance. A complete set of City ordinances is maintained at Greendale City Hall, and also on the City's website, [www.greendale-mo.us](http://www.greendale-mo.us). The website and monthly newsletter list notices of Board of Alderpersons meetings, community events, changes in city services and contact information for city officials.

## HELPFUL CONTACT PHONE NUMBERS

<b>Police, fire emergency <u>only</u></b>	<b>911</b>
Normandy Police Dept. (general info)	<b>314-385-3300</b>
Mid-County Fire Protection District (general info)	<b>314-863-4018</b>
<b>Police non-emergency dispatch</b> (St. Louis County police central dispatch will dispatch a Normandy police officer to investigate, assist in a non-emergency situation that requires police attention.)	<b>314-427-8000</b>
<b>Waste Management Customer Service</b> (Solid waste removal contractor for trash, recycle, yard waste, appliances, bulky items)	<b>314-506-4700</b>
<b>City &amp; Village</b> #3 Hollenberg Ct Bridgeton, MO 63044 (Bills for, and accepts payments for, solid waste removal)	<b>314-739-4800</b>
<b>Greendale City Hall</b>	<b>314-383-2577</b> <b>Fax: 314-383-2664</b>
<b>Sewer Lateral Repair Program</b> (St. Louis County Public Works)	<b>314-615-8427</b>
<b>Water Lateral Repair Program</b> (St. Louis County Public Works)	<b>314-615-8420</b>
<b>St. Louis County Animal Control</b>	<b>314-831-6500</b>
<b>Airport Noise Complaint Hotline</b>	<b>314-551-5156</b>
<b>St. Louis County Older Residents' Program</b>	<b>314-862-0639, ext 22</b>
<b>United Way Help Line</b> (To receive assistance with emergency shelter, utility bills, mental health services, counseling, etc.)	<b>211</b> <b>or 800-427-4626</b>

## ALPHABETICAL INDEX

	<u>Page</u>
Abandoned Vehicles	8
Addresses, Street	6
Animals, dogs/cats/wild, regulations	15
Annual Exterior Survey	13
Automobile, license/sticker	7
Buildings, general maintenance (See Attachment C)	10-11
Building permits (See Attachment B)	11
Busses, parking	6-7
Cats, licensing & regulations	15
Chimneys	10
City plat/map	2A
Collection of trash/recycle/yard waste	16
Condemnation of property	12
Curbs, maintenance & repairs	6
Derelict vehicles	8
Detectors, smoke & carbon monoxide	11
Digging, call 1-800-DIG-RITE	12
Dogs, licensing & regulations	15
Dumpsters, large volume debris removal	9
Exterior Survey, form (See Attachment C)	13
Excessive Noise/Peace Disturbance (Chapter 210)	14
False alarms, penalties & fees	13
Fees, for all city services	Attachment A
Fences, general	11
Fences, swimming pools	11
Fences, building permit required	11
Firewood, storage	9
Garage sales	15
Garages	10
Grass, excessive height (See Attachment D)	9
Greendale Municipal Park	13
Gutters & downspouts	10
Introduction	2
Lawns and lawn care, tips (See Attachment D)	9
Lighting, street, maintenance	6
Listings, property sale or rent	14
Map of city	28
Noise, excessive	14
Occupancy permits	14
Parking restrictions	6
Permits, building (See attachment B)	11
Personal property taxes	13
Phone numbers, helpful	3
Pools, swimming	11
Porches and steps	10
Property, condemnation	12
Property listing	14
Property taxes, personal	14
Property taxes, real	14

## ALPHABETICAL INDEX

	<u>Page</u>
Recreational vehicles, parking	7
Recycling	16
Registration, vehicles	7
Rehab work on properties, permits required	11
Rent, listing property for	14
Roofs	11
Sale, listing property for	14
Sewer lateral repair program	12
Sidewalks	8
Signs, restrictions	8
Smoke detectors	11
Snow/ice removal from streets	7
Snowfall, ice forecasts & snow routes	7
Solid waste removal – trash, recycle, yard waste	16
Solicitor’s/peddler’s license (for door-to-door soliciting)	20
Speed limit, vehicles	7
Storage, firewood	9
Storage, lumber, bricks, etc.	9
Storage, pods, containers & dumpsters	9
Street addresses	6
Streets, repair and maintenance	6
Street lighting, maintenance	6
Swimming pools	11
Taxes, personal property, real estate	14
Trash collection – trash, recycle, yard waste	16
Trees, maintenance of city	9
Trucks, parking	7
Trucks, licensing/stickers	7
Vehicles, abandoned/derelict	8
Vehicles, registration/stickers	7
Vehicles, speed limit	7
Waste, solid – trash, recycle, yard waste	16
Water Lateral	13
Web site, city, <b>www.greendale-mo.us</b> ; email: cityhall@greendale-mo.us	
Weeds, excessive height, removal required	9
Wild animals	15
Yard maintenance & tips	11
Yard waste, removal	16

***NOTE:** Throughout this handbook, in parentheses behind the topic or summary, is the Chapter of the city code/ordinance that governs the topic. There is only summary information in this handbook. Please consult the city code, available on the city’s web site, **www.greendale-mo.us**, for more details on the topic of interest. Hard copies of the city code can be viewed on site at City Hall during normal business hours. Copies of excerpts from the city code, like any public information the city has, are available upon written request at City Hall for ten cents per page, plus the cost of the City Clerk’s time to make the copies, per the Sunshine Law of the State of Missouri. We encourage residents to use the website when possible. It’s free.*

## **STREET ADDRESSES** (Chapter 500)

For the benefit and convenience of police, drivers of emergency vehicles, Post Office, and/or others who find it necessary to locate a resident, each residence must be designated by a numerical address, of a size (minimum of 4”) and type that is clearly and easily visible.

The address is to be displayed at, on, or near, the entrance to the residence. It must be maintained in good condition and placed in such a position as to be clearly visible from the street, both during daylight hours and at night, should it be necessary to use a flashlight or a spotlight to locate the number.

## **RESPONSIBILITY FOR STREETS, CURB AREAS, ETC.**

The City is responsible for the maintenance and repair of streets, driveway aprons, curbs, sidewalks, and street lights. Residents should report to City Hall any problems with these areas.

Every property owner and/or occupant is expected to keep the curb areas in front/side of a residence clean and free from all unsightly and potentially harmful debris, such as broken glass, tree limbs, discarded cans, leaves, weeds, grass, trash, etc. This includes the sidewalks, tree lawns, street curbs/gutters and sewer grates. Keeping these areas clean will enhance the overall appearance of the neighborhood. (Chapters 215 and 515)

## **PARKING REGULATIONS** (Chapter 355)

### General

Parking on City streets is prohibited in the following instances:

1. Within eight (8) feet of a U.S. mailbox.
2. Within fifteen (15) feet of a fire hydrant.
3. In any posted fire lane.
4. Anywhere the city or police have posted a “no parking” sign for temporary reasons.
5. Within twenty (20) feet of a crosswalk.
6. Within thirty (30) feet of the approach to any TRAFFIC CONTROL SIGNAL, STOP SIGN, or YIELD SIGN, unless otherwise posted.
7. Where the curb or the edge of a roadway is marked with yellow paint.
8. In front of a public or private driveway (even if it’s your own); or within five (5) feet of the rounding of a driveway, alley, or street.
9. To display a vehicle for sale.
10. To repair or service a vehicle, except in an emergency.
11. To display merchandise for sale, or for any other advertising purpose.

Parking is also prohibited:

1. On any vacant lot.
2. In any alley except while loading or unloading materials (unloading time not to be inordinately lengthy), and provided that at least ten (10) feet of alley roadway is available for the free movement of other vehicular traffic.
3. In any area where restrictions are posted as to time and day.
4. In the front yard or in front of the building line in residential areas, on other than paved driveways.
5. In the rear yard on the dirt or grass in residential areas – vehicles must be on paved driveway, in garage or carport.

6. In any way which will block a pedestrian sidewalk.

**ALL PARKING AREAS MUST BE PAVED.**

Parking for Trucks, Busses, and Recreational Vehicles (Chapter 365)

Commercial trucks (defined as any truck rated over ¾ ton), buses, and recreational vehicles are not permitted to be parked on any residential street where abutting land is zoned for residential use.

These provisions do not apply to any panel or pick-up truck, tractor, or truck that is rendering service, or is loading or unloading materials.

Forecast of Heavy Snowfall & Parking (Chapter 365)

Residents are urged, when a heavy snowfall is expected (2 inches or more), to remove their vehicles from the streets to permit effective snow removal by snow plows. Otherwise, the area in front of your house, as well as that in front of your neighbor's house, will have that "snowed-in" look. The plows cannot remove snow from in front of, or from behind, parked cars.

Greendale Drive is a labeled snow route, which means all vehicles must be removed from Greendale Drive if there is **even a forecast of 2 inches or more of snow/ice**, or if snow/ice accumulation is actually 2 inches or more. Vehicles left on the street will be ticketed and towed at the owner's expense.

**RESPONSIBLITY FOR VEHICLES**

Speed Limit (Chapter 320)

For the safety and well-being of residents, all moving vehicles (automobiles, trucks, buses, motorcycles, bicycles, etc.) are limited to a maximum speed of TWENTY MILES PER HOUR on all streets and alleys in the City of Greendale.

Vehicle Registration (Chapter 390.190)

Besides meeting the requirements for Missouri vehicle registration, all residents who are owners and/or operators of vehicles in the City of Greendale are required to register such vehicles with the City of Greendale, and obtain a license sticker which is to be displayed on the registered vehicle. See Schedule A for registration fees. The City does not issue stickers annually. The sticker given (red in color) is good for the duration of the car's ownership by a Greendale resident.

The initial city vehicle registration fee is collected for each vehicle from new residents, and also from existing residents who obtain an additional vehicle, or trade-in for another vehicle. Thereafter, the vehicle registration fee is collected annually by St. Louis County, on behalf of the City, via residents' personal property tax bill. Applications for registration and stickers are available at City Hall.

Non-residents intending to use the streets of the city for parking must obtain a permit to do so from the City Clerk. The fee for such permit is an amount set by ordinance for a twelve-month period.

A City of Greendale vehicle registration is required:

1. If any person, corporation, partnership, or any other business entity residing in or having a place of business within the limits of the City of Greendale, owns or leases a vehicle (or vehicles) and:
  - a. Operates, or garages, or parks such vehicle (s) on the street (s) of the city.
  - b. Operates, or garages, or parks such vehicle (s) on or about the premises of any resident or business owning or leasing said vehicle (s).

Abandoned or Derelict Vehicles (Chapter 215)

Vehicles on the streets of the City of Greendale must be licensed, registered, and in operable condition, except in emergencies. All property owners, whether residential or commercial, are prohibited from parking any unlicensed vehicle(s) on their own property, unless such vehicle is in a garage behind a closed door. All vehicles parked on city streets or on private property not garaged must have **current** state license plates.

“Derelict vehicles” and those not properly licensed, whether on the street or on private property, may be removed by the City. A “derelict vehicle” generally means one that does not operate, or is in such a decrepit condition as to constitute a public safety hazard and/or eyesore.

**SIGNS** (Chapter 415)

“For Sale” or “For Rent” signs are permitted on private property only, not on public property at any time, even for sale open houses. No signs advertising financing, etc. are allowed. Contractor signs advertising work being/just done on a property may be displayed on private property only for a maximum ten (10) day time period following completion of the work. Other sign restrictions apply.

**RESPONSIBILITY FOR SIDEWALKS AND LAWNS** (Chapter 515 and 215)

Sidewalks

All residents are encouraged to keep their sidewalks clean and, in inclement weather, free from snow and ice. This includes the sidewalks paralleling the street and those next to, or leading to the resident’s building (s). Inattention to possible perilous conditions of these walks may result in their being dangerous for pedestrian use, and becoming the cause of possible injury leading to uncomfortable consequences. Public sidewalks are the property of the City. The City makes all repairs/replacements.



## **Trees and Lawn Areas**

Trees located in the “tree lawn” (the grassy area between the curb and the sidewalk) are City property. Periodic inspections of these trees are made by the City to determine whether or not pruning, removal, or some other service is necessary. If further care is required, the city will perform it at no cost to the resident. A tree ordinance (Chapter 235) governs care and maintenance of trees and shrubs on city property. Prior to planting anything on city property, consult the tree ordinance and refer any requests or questions to the Forestry Advisory Committee (appointed residents) by calling City Hall. Greendale is a “TREE CITY USA” city, a national recognition from the National Arbor Day Foundation.

Although the trees in the “tree lawn” are the property of the City, during dry spells or when new plantings have been put out, the residents are urged to provide water for the trees’ growth during the first few years, or until the dry spell ends.

The resident is responsible for the maintenance of the lawn areas both in the “tree lawn” area and the area between the sidewalk paralleling the street and the resident’s building (s).

The resident is also responsible for the maintenance of both the front and back yard areas of the resident’s property to prevent them from becoming a public health hazard, a haven for rodents, and an eyesore to others. Grass (or weeds) must not exceed **six inches in height**. All lawn areas (both in front, side and rear of the property) are to be kept free of leaves, litter and debris. Where it is deemed necessary, the City has the authority to cut overgrown grass and/or weeds, and to remove unsightly debris from the property, billing the owner for the cost of the service, or for the unpaid balance.

## **STORAGE**

### **Lumber, Bricks, Metal Objects, Etc.**

Lumber, bricks, metal objects, or other durable materials are not to be stored out-of-doors, unless such storage is made on concrete or some other type of suitable pavement. If there is no pavement, the materials must be **stored at least twelve (12) inches above ground level** to prevent the possibility of providing a nesting place for rodents. (Chapter 215)

### **Firewood**

All firewood stored out-of-doors must be neatly piled, **at least twelve (12) inches above ground level**, or on a commercially available rack. This precaution is necessary to prevent the possibility of providing a nesting place for rodents. (Chapter 215)

### **Storage/Moving Containers**

Any moving/storage crate or pod delivered to a home/business must be placed on private property, not on city property or streets. The container must be watertight and may not be left in place longer than thirty (30) days. (Chapter 215)

### **Refuse Dumpsters**

Large dumpsters delivered to a home/business must be placed on private property, not on city property or streets. Such containers are often used for large-scale cleanup or clearing out of a property. The container may not be left in place longer than Two (2) weeks. (Chapter 215)

## **RESPONSIBILITY FOR BUILDINGS AND OTHER PROPERTY (Chapter 515)**

### Maintenance

All residents are urged to keep all buildings on their property in good repair and in an attractive and clean condition. A few suggestions are offered here to help residents maintain their property in good condition, and thus cut the cost of repairs resulting from oversight or neglect.

### Exterior Walls and Foundations

Periodic checks of exterior walls and foundations should be made for loose and deteriorating mortar, for cracks and for holes. These should be repaired and sealed to keep water, insects, and rodents out. Paint outdoor surfaces in need of a protective coating.

### Exterior Doors and Windows

Doors and windows should be watertight and weather-tight, should be easy to open, but protected with sound hardware. Check the frames for caulking and weather stripping and replace all broken window panes. Paint all surfaces in need of a protective coating.

### Porches and Steps

Structural soundness is important where foot traffic is concerned. Check porches and steps for loose boards, crumbling concrete, carpet not firmly affixed, overall weak foundations and shaky handrails. Remove all loose, flaking paint, covering all wood with a coat of protective paint. If the porch is of concrete construction, check it for spalling, cracking and other deterioration. If necessary, make the proper repairs. **Replacement of porches and steps requires a building permit from the City of Greendale prior to replacement.** Minor repairs do not require a permit.

### Gutters and Downspouts

Gutters and downspouts are for the removal of excess storm water from your buildings and structures. Keep them free of leaves, ice and other debris that would prevent water flow into the downspouts. Gutters and downspouts should be firmly affixed to buildings. Downspouts at their ground end should be extended away from the building so that water does not flow toward the building foundation. Take care not to extend your downspout so as to send storm water toward your neighbor's foundation.

### Chimneys

Chimneys are subject to excessive heat in the winter, which may cause the mortar to loosen and cracks to appear. The flashing around the base of the chimney where it meets the roof should be watertight and free from cracks and openings. This helps prevent water from leaking into the house, causing damage to ceilings, walls and light fixtures and promoting dampness and mold. The chimney should not be leaning or out of plumb. Chimneys should be equipped with a properly fitted chimney cap.

### Garages

Detached garages of frame or brick construction should be kept in good repair. Paint the siding and/or trim. Replace window glass where necessary. If you have garage doors, they should be kept in good, working condition to protect your stored property and to enhance the look of your property.

## Roofs

Check the roof to determine if it is watertight to prevent rainwater from entering the home. Check for loose or missing roof shingles as quick action to remedy these problems may save you a lot of money going forward.

## Smoke and Carbon Monoxide Detectors (Chapter 500)

Residents are required to have working smoke detectors in/near all sleeping quarters. Test yours often and change batteries at least annually. Residents are required to have a working carbon monoxide detector.

## Fences (Chapter 410)

All fences – chain link/open mesh, wood, wire, vinyl or other material – should be maintained in sound condition. All fence posts should be firmly anchored in the ground. All surfaces should be painted or otherwise treated to prevent damage or deterioration from the weather, and to enhance the appearance of the property. **All fences have height limitations and installation requires a building permit from the City of Greendale prior to installation.** Open mesh fences maximum height is four (4) feet; privacy fences maximum height is six (6) feet.

## Swimming Pools

In-ground outdoor swimming pools must be enclosed with a fence (either open mesh/chain link or a decorative/privacy type) at least four (4) feet in height. Any entrance to the pool must have a gate which must be secured by a lock, the key to which must be in the possession of an adult or some other competent person when the pool is not in use. **A permit from St. Louis County Public Works Dept. is required for installation of an in-ground pool.**

Yard Maintenance – see Attachment D for tips on yard maintenance.

## **BUILDING PERMITS** (Chapter 500)

Before beginning any major project, such as new construction, demolition, alterations or major repairs, residents should be aware that a BUILDING PERMIT – from either the City of Greendale or St. Louis County Public Works – may be required before proceeding with the work. Generally speaking, work that requires structural changes to the building, complete rehabilitation or renovation, or any new construction requires a building permit from St. Louis County Public Works, but only after plans are approved by the Greendale Building Commissioner.

To obtain a Greendale building permit, the resident or contractor must submit drawings/sketch/plans drawn to scale that detail the work to be done, and a contract signed by the contractor and property owner indicating total job cost (materials and labor) and an explanation of the work to be done. In some instances a copy of the property survey is required. These items must be submitted along with the building permit fee. See Attachment A for building permit fees. Attachment B contains the Greendale building permit application and sample sketches indicating key data required for the Building Commissioner to properly evaluate the plans, etc.

**It is strongly suggested that the resident and contractor review Attachment B documents before the project starts and refer all questions or doubts to the Greendale Building Commissioner by calling City Hall. Proceeding with work without obtaining a permit and displaying the permit in the building window, clearly visible from the street, will cause your project to be shut down and citations will be issued.**

**Plumbing, electrical and mechanical (central air conditioning, furnace installation, etc.) major structural work requires a permit from St. Louis County Public Works Dept.**

Routine maintenance work and repairs such as painting, patching porch/steps; replacing a roof; removing one's own tree from owner's property; waterproofing; and tuck pointing do not require a building permit. A list of items requiring a permit is on the building permit application in Attachment B.

### Digging

If any digging is to be done, call 1-800-DIG-RITE to order a utilities locate to be done prior to digging. This service is provided free of charge to prevent damage to underground cable, water, gas and other utility lines. Allow 48 hours for this service to mark the approximate location of such underground lines. Even with marking, however, contractors or residents must be very careful when digging near the markings as there is a margin of error associated with them.

### CONDEMNATION (Chapter 505)

The City may condemn property for occupancy if unsafe or hazardous conditions are deemed as such by the Building Commissioner. Such conditions include, but are not limited to rodent infestation, hazardous or faulty electrical wiring, defective sewers or plumbing, severe structural defects, inoperable sanitary facilities. For the safety and well-being of residents/occupants, they are required to vacate the premises immediately after the property condemnation.

### SEWER SERVICE/SEWER LATERAL REPAIR PROGRAM (314-615-8427)

Metropolitan Sewer District is responsible for the repair, cleaning and maintenance of the main sewer lines, and for the removal of sewage from them. Maintenance, service and repair of the lateral sewer line are covered by the St. Louis County Sewer Lateral Program, in which the City of Greendale participates. Through taxes paid as part of resident real estate tax each year, the cost of repairs to a resident's lateral sewer line, the line between the house and the main, is covered to the extent that the fund has enough money in it. The diagnostic cost, however, is the responsibility of the resident to pay, including having the lateral cabled and videotaped to confirm a break in the lateral. Any plumber licensed in St. Louis County can complete the sewer lateral repair application on behalf of the resident and deliver the tape to the County sewer lateral program office at St. Louis County Public Works Dept.

## **WATER SERVICE/WATER LATERAL REPAIR PROGRAM** (314-615-8420)

Missouri American Water Company provides metered water service in Greendale. Should a break occur in the resident's water lateral, the section between the house and water main, the St. Louis County Water Lateral Program covers 100% of the cost of repairs to the lateral. Any plumber licensed in St. Louis County can complete the water lateral repair application on behalf of the resident and deliver it to the County sewer lateral program office at St. Louis County Public Works Dept.

## **GREENDALE MUNICIPAL PARK** (Chapter 240)

The City has a small municipal park and pavilion that serves as a gathering place for city-sponsored events like National Night Out, Arbor/Tree Day, and Holiday party with Santa, etc. It is located at 2304-08 Rockdale, at the intersection of Leadale. It is adjacent to an entrance to St. Louis County's St. Vincent Park. It is open for residents to use without a permit or rental payment due if less than five are gathered. For more than five gathered for a private event, there is a rental agreement and fee structure for residents and non-residents. Other park rules are posted on the park grounds. The park and pavilion were made possible through a grant from the St. Louis County Municipal Park Grant Commission.

## **ANNUAL EXTERIOR SURVEY**

Each year in May, the Greendale Building Commissioner conducts a survey of the exterior of all Greendale homes and businesses. The form used (Attachment C) will assist residents in conducting their own exterior survey so that any problems can be addressed. Each household will receive a report of findings by mid-June annually and will be given a deadline by which all problems must be remedied. This annual effort helps to assure that the City of Greendale continues to look great and property values continue to rise.

## **FALSE ALARMS** (Chapter 620)

Any activation of an alarm system intentionally, inadvertently or because of a system malfunction, to which Normandy Police Department responds and determines it is a false alarm will cause the following service charges to be billed to the homeowner/resident:

- 1) A warning for the first false alarm in any calendar year.
- 2) A twenty-five dollar (\$25.00) service charge for the second false alarm in any calendar year.
- 3) A thirty-five dollar (\$35.00) service charge for the third false alarm in any calendar year.
- 4) A forty-five dollar (\$45.00) service charge for the fourth or subsequent false alarm in any calendar year.

A notice of false alarm determination will be sent by the City Clerk to the resident. Upon the second and subsequent false alarm notices sent, the resident will be directed to remit payment within thirty (30) days.

## EXCESSIVE NOISE/PEACE DISTURBANCE (Chapter 210)

Residents are reminded that loud noises from the use of televisions, radios (home or auto), “boom boxes”, etc.; loud talking/yelling or partying, horn blowing – any noise that can be heard farther away from your home than fifty (50) feet are prohibited by city ordinances.

**Noisy activities (like mowing the lawn or use of other loud power tools/equipment) are prohibited before 8:00 a.m. or after 9:00 p.m. Monday-Friday; before 9:00 a.m. or after 9:00 p.m. Saturday-Sunday.**

## TAXES

Real Estate – Property owners in the City of Greendale are required to pay taxes on all real estate. Greendale’s portion of the taxes levied and payable by December 31<sup>st</sup> annually enable the city to pay for common city services like police protection, street lighting, city tree maintenance, etc.

Personal Property – The City of Greendale collects \$6.00 per year per vehicle from Greendale residents. St. Louis County collects the tax on the City’s behalf via the personal property tax bill due by December 31<sup>st</sup> annually. Residents are asked to check their personal property tax bill to assure that city code 086 is listed. This assures the tax is credited to the City of Greendale rather than elsewhere.

## OCCUPANCY & PERMITS – SALE or RENT (Chapter 515)

All changes in occupancy – residential or business – require an inspection of the house, apartment or business by the Greendale Building Inspector (contractor) BEFORE the new resident/business can move in. **Businesses also require a business license that must be approved by the Board of Alderpersons.** Owners/potential occupants must apply for an inspection at City Hall by completing an application and paying the inspection fee. See Attachment A for the fees.

Changes in occupancy (name change due to marriage, divorce; birth, adoption, move-in/out or death) within an existing household should be shared with City Hall personnel. Additions or deletions, up to the maximum number of occupants allowed in the dwelling by the city code, can be done and an updated occupancy permit completed. See Attachment A for fees.

The inspection can take a few days to a week, so allow for plenty of time before the closing or move-in date as the house, apartment or business must pass inspection BEFORE an occupancy permit can be issued for move-in. An occupancy permit is required and can be obtained by applying in person at Greendale City Hall. There is a fee for the occupancy permit. See Attachment A for the fees.

## **ANIMAL REGULATIONS (205.010)**

Every person who owns or cares for a dog or cat shall have such dog or cat vaccinated against rabies and registered with St. Louis County and the City of Greendale when such dog or cat reaches the age of four months. **Licensing of dogs and cats in Greendale is required annually by MAY 1<sup>st</sup>.** Proof of current rabies vaccination is required, along with the license fee, to obtain a pet tag/license annually from Greendale City Hall. See Attachment A for fees.

No person(s) responsible for a dog within the City of Greendale shall permit the dog to run at large. When a dog is not secured on the resident's premises, it must be leashed. Cats should also be confined to the owner's home and not allowed to run loose. An animal is considered a "nuisance" if it does any of the following:

- 1) Damages public property or property belonging to a person other than the person responsible or the animal.
- 2) Is maintained in a manner that is dangerous to public health, safety or welfare, or to the animal, e.g., neglected, abused or mistreated.
- 3) Causes a disturbance by excessive barking, howling, meowing or other noisemaking.
- 4) Chases vehicles and/or bicycles.
- 5) Without reasonable provocation attacks, stalks or bites persons or other animals.
- 6) Impedes refuse collection, mail delivery, meter reading or other public service activities.
- 7) Turns over, rummages through or damages a refuse container.
- 8) Molests or threatens persons on property not belonging to a person responsible for the animal.
- 9) Soils, defiles or defecates on property other than that of the person responsible for the animal, unless such waste is removed by the person and deposited in a suitable waste container.

To comply with the regulations of the St. Louis County Health Department, all pet owners have the responsibility of keeping their front, rear and side yards clean and free of all pet droppings, and of any other animal debris that may have a negative effect on public health.

**There are also special restrictions and requirements regarding pit bulls, bull terriers, and wild animals** normally found in rural areas or in the wild. Please consult Chapter 205 of the Greendale City Code for details and adhere to those restrictions if you own such an animal. The maximum number of dogs/cats per household is four (4) – any combination may not exceed four (4).

## **GARAGE SALES (Chapter 605)**

A permit is required to hold a garage sale. See Attachment A for the fees. No more than two garage sales per year per household are allowed. A garage sale may not exceed two consecutive days and must be held between 8:00 a.m. and 6:00 p.m. NO signs can be placed on public/city property to advertise your garage sale. See Chapter 605 of the city code for more details on restrictions.

## CITY OF GREENDALE TRASH, RECYCLE, YARD WASTE SCHEDULE & RULES

(Please KEEP this information sheet for future reference).

TRASH/GARBAGE/SOLID WASTE, RECYCLABLES AND YARD WASTE, WILL BE PICKED UP BY WASTE MANAGEMENT ON WEDNESDAYS ONLY.

**Each household should have one 90-gallon rollout trash cart and a smaller darker green w/black top rollout recycling bin.** Trash cart is the property of Waste Management. Recycle carts are city property. If you prefer the 64-gallon size trash cart, call WM directly, **314-506-4700** to request change.

Below is a summary of rules for solid waste, recycling and yard waste. Ordinance violations will result in a citation that includes a fine plus court costs.

- 1) Residents **are** allowed to place additional **covered/lidded** trashcans at the curb with the rollout cart provided by Waste Management, **front facing curb**. ALL trash/garbage containers must have lids.
- 2) **NO PLASTIC GARBAGE BAGS ALLOWED AT THE CURB UNLESS THEY ARE INSIDE COVERED/LIDDED TRASH CANS.**
- 3) Boxes being discarded should be broken down and placed at the curb. Other large &/or bulky items that won't fit in a trashcan may be placed at the curb.
- 4) Yard waste must be in commercial paper yard waste bags or in trashcans and placed at the curb. Mark cans **YARD WASTE ONLY**. **NO PLASTIC BAGS** of yard waste. Brush/limbs can be no more than 4 feet in length, tied & bundled. **NO logs** placed at the curb will be picked up. Owner/resident must dispose of logs/firewood.
- 5) Yard waste will be picked up all year round, just as recyclables, trash.
- 6) Recyclables should be in the darker green w/black top recycle carts. If you need more, call Waste Management. **DO NOT USE RECYCLE CARTS FOR TRASH OR YARD WASTE**. See cart lid for acceptable recyclables.
- 7) **NO** mixing yard waste and trash/garbage in the same container – it's illegal.
- 8) Do not place trash/yard waste/recycling containers in the street – only at curb.
- 9) Call Waste Mgt. for items too heavy/bulky for one man to lift, (including **all size appliances – MUST REMOVE DOORS!**). Pick up by **APPOINTMENT ONLY**. Residents must arrange directly with Waste Management (506-4700) for pickup. There is **no charge** for heavy items & appliance pickups, but you must call WM to get OK. If you don't call, these items will **NOT** be picked up.

All trash cans and recycle carts should be placed at the curb on Tuesday evenings or **by 6:00 a.m. on Wednesdays at the latest**. If there is a WM-observed Wednesday holiday (**only New Year's Day, Independence Day, and Christmas Day**), pickups will be on the next day, Thursday. All emptied containers should be removed from the curb and should be returned to the resident's yard, **out of view from the street**, before the next day or citations will be issued. Yard waste likewise should be placed at the curb on Tuesday evenings, or by 6:00 a.m. Wednesday at latest, and removed no later than 6:00 a.m. on the next day. If Wednesday is a WM holiday, all pickups shift to one day later.



## MOST COMMONLY QUESTIONED/VIOLATED RULES

The following list will assist residents with ordinance compliance. There are many other ordinances governing our city. The city's ordinances can be found on the city's website, [www.greendale-mo.us](http://www.greendale-mo.us). If you are in doubt about something that might be governed by a city ordinance, call the City Hall to inquire.

### VEHICLES – LICENSING, PARKING ( Section 390.109)

- Vehicle stickers (red) – required on all Greendale residents' vehicles.
- Must be placed on inside lower rear/side window, driver's side.
- If car added, new sticker (\$6.00) due immediately; \$5.00 if replacement vehicle, with paid Personal Property Tax receipt.
- All vehicles in Greendale must display current state plates/stickers, even if parked on private property. (390.050)
- Parking – all vehicles must be parked on paved driveway, carport or garage, or on paved part of street. No part of wheels can be on curb, tree trace or yard.
- Commercial vehicles, RVs not allowed to be parked on the street overnight.

### ANIMAL LICENSE, LEASH LAW, ANIMAL, WASTE ( Section 205.010)

- Over 4-month-old dog or cat – tag/license due May 1<sup>st</sup> annually (\$5.00 each).
- Current St. Louis County vaccination certificate required.
- Leash Law passed in 2003 – requires all dogs to be on leash if off owner property, and must be restrained by leash or fence, or indoors if on owner property.
- Animal waste must be removed from owner's property. It is illegal to allow your pet to defecate on city property or on another's property. **Take your scooper!**

### BUILDING PERMITS REQUIREMENT ( Section 500.040)

- Plumbing, electrical or mechanical work requires a permit from St. Louis County Public Works.

The following list of items require a Greendale Permit:

- Decks, including handicap ramps.
- Driveway replacement, or new driveway.
- Walkway replacement, or new walkway.
- Porch or step replacement, or new construction.
- Fences (see 410.020-410-050)
- Tool sheds (must be on concrete pads)
- Carports
- **Sidewalks and driveways aprons are city property.** A permit required to replace or repair public sidewalks or aprons. **NO** asphaltting over city sidewalks!!!
- Building permits costs vary. Please see schedule of fees. Signed contract, sketches drawn to scale, property surveys and contractor I.D. required.

### **OCCUPANCY, HOUSE/APARTMENT SALE or RENT (Section 515.270)**

- **Changes** in occupancy require an inspection (\$100) and new occupants require occupancy permit (\$25) **BEFORE** moving in. Applies to residential and business. Move-ins without the required permits will be stopped.
- Owners must apply and pay for the inspection **BEFORE** the sale or rental **occupancy**. Please allow several days to two weeks for the entire inspection and re-inspection process to be completed.
- Property must pass inspection **BEFORE** an occupancy permit can be granted.
- Dumpsters – large commercial ones have a two (2) week limit to be on the resident's property, they are not allowed on city's street/property.

### **GARAGE SALES (Section 605.110)**

- Permit required (\$1.00) No posting signs on city property.
- No more than two (2) garage sales per household, not to exceed two (2) days.
- Must be between 8:00 a.m. and 6:00 p.m.

### **POSTING STREET ADDRESSES (SECTION 500.080)**

- The address on every house must be clearly visible from the street

### **NOISE, PEACE DISTURBANCE (Section 210.210)**

- Please be considerate of your neighbors' peace and quiet. Loud music or other loud or other loud noised at any time that disturb neighbors violate city nuisance and/or peace disturbance ordinances. Loud music fine \$225.00.
- Construction projects and associated noise must be limited to after 8:00 a.m. and before 9:00 p.m. on weekdays, 9:00 a.m. and 9:00 p.m. on Saturdays and Sundays. Same timeframes apply to mowing the lawn and other noisy activities (Section 210.285)

### **YARD MAINTENANCE (Section 215.010)**

- Yard and tree trace grass must be kept cut – citations issued if over six (6) inches tall.
- Front/rear yards should be clear of leaves, junk, debris, old furniture, etc.; street gutters in front/side of your home should be cleared of gum balls, leaves and other debris
- See Attachment D for yard maintenance tips.

### **ANNUAL EXTERIOR SURVEY (SPRING/SUMMER) (Section 515.180)**

- Inspectors will survey the exterior of all Greendale properties in May. Notices will be sent to those homes requiring repairs or corrections. Some of the most common problems are yards/tree traces/street gutters not kept mowed and clear of debris, leaves; leaves and other growth in house gutters; damaged house gutters; crumbling or severely cracked and/or sunken steps, porches, driveways, walkways; insecure railings, deteriorated roofs and chimneys; peeling paint; cracked or damaged windows; damaged doors. See Attachment C for survey checklist.

## **MISCELLANEOUS VIOLATIONS – ORDINANCE REFERENCE**

Fireworks – section 210.23

Negligent Burning 210.350

Coasters and Roller skates/similar devices section – 310.040

Abandoned Freezer or refrigerator – section 210.160

Littering – Section 210.170

No Solicitors License – Section 610.030

Passing Bad Check – 210-030

Maximum Number of Dogs Allowed – Section 205-090

Dismantled , inoperable, wrecked, junked, vehicles etc. – Section 215-040

Weeds, high grass or other vegetation – Section 215-110

Commercial Signs – Section 415-060

Three –Quarter ton vehicles –parking regulations – Section 365.080

Truck tractors and trailers – Section 365-100

Vacant residences – Section 500.90

### **Closing Comments:**

This handbook is intended to assist all residents with code compliance. It is a summary only. All residents should familiarize themselves with the City of Greendale Code which is available in its entirety on the city's website, [www.greendale-mo.us](http://www.greendale-mo.us). It is also available for on-site review at Greendale City Hall.

Compliance with city codes helps to assure us all of a better quality of life, safe surroundings, escalating property values, and overall good neighbor practices. The City of Greendale is a beautiful, peaceful and desirable place to live, thanks to the wonderful residents that make Greendale their home.

**ATTACHMENT A**  
**SCHEDULE OF FEES FOR CITY SERVICES**  
(Fees as of February 1, 2013)

Animal registration/pet tags (must bring/mail proof of rabies vaccination) Due May 1 <sup>st</sup> annually	\$ 5.00 per dog/cat
Auto/Truck/Vehicle Registration, Stickers (must bring paid personal property tax receipt)	\$ 6.00 per vehicle \$ 5.00 if trade-in
Vehicle Sticker for Non-Resident, Partial-Year resident	\$ 6.00 per year
Bills for Solid Waste Collection (trash, recycle, yard waste) (Cost based on current WM contract & set by Board; Mailed by City & Village Tax Office, city contractor)	Quarterly fee
Building Permits	(see Attachment B)
Business license (Due July 1 annually)	\$ 100.00 per year
Copies of public documents from City Hall	\$.10 per page, plus City Clerk time
False Alarms	See page 12
Garage sale permit	\$ 1.00
* Housing/Business Inspection fee (for occupancy change) (includes initial and follow up inspection; plus \$25 per subsequent re-inspection for compliance)	\$ 100.00
Occupancy permit	\$ 25.00
Fee to add/remove names on occupancy permit	\$ 10.00
Sign permit fee (businesses)	\$ 120.00
# Solicitor/peddler's license	\$ 20.00

---

*\* Business inspections may be more depending on the size of building/area to be inspected – depends on Building Inspector charge to City for his/her contract services.*

*# Any applicant soliciting for other than charitable/political campaign purposes must apply at City Hall, be approved for and issued a solicitor's license. Otherwise, soliciting is illegal.*

*(Consult Chapter 130 of city code/ordinances for all fees for city services).*

**ATTACHMENT B**  
**BUILDING PERMIT INFORMATION**

**Interior Construction** permits (major renovations, room additions, etc.) are required through St. Louis County Public Works.

Main number – 615-2559

Inspector – 615-7458

**Exterior Permits** – including sheds, new porches or steps, fences, decks, driveways should be obtained through the City of Greendale – 383-2577. Applications should be mailed/delivered to City Hall at 7309 Natural Bridge, Rm 204, 63121.

**City Hall Hours:**

Please refer to [www.greendale-mo.us](http://www.greendale-mo.us) or monthly Green Sheets for a list of office hours monthly.

Please see the remainder of this attachment for sample sketches for required attachments to building permit applications. The application and instructions, and sketches for a privacy fence, step replacement, and driveway replacement/new installation is on the following pages.

**Dumpsters** are acceptable but they are limited to two (2) weeks and can be placed on private property only, never on city streets, sidewalks or driveway aprons.

Care must be taken by all residents and contractors to protect the **city sidewalks, streets, curbs and driveway aprons** when dumpsters are being delivered or when heavy trucks are traversing. If damage is done to city property, the resident/contractor will be billed for damage repair.

**EXTERIOR SURVEY CHECK LIST**

Dear Greendale Resident:

Spring is here and it's time to fix up and spruce up our homes and yards after winter's harsh treatment. Before the annual exterior survey begins, city officials want you to know the items that will be inspected.

- Please be aware that inspectors will check for and note the following items if they need corrections. Inspections will be done between May 15 and May 31.
- If the exterior survey yields items for correction on your property, you will receive notice by mid-June. It will be a notice, not a citation/ticket. After the deadline, tickers will be issued.
- All noted items should be corrected as soon as possible, but no later than September.

Please call City Hall if you have question or concerns. Please don't wait until the deadline to raise issues with the inspector's finding. Please do not ignore the finding as fines and court costs are expensive.

**SANITATION** (immediate correction required)

- Accumulation leaves, litter, waste  
in yard, on sidewalks, tree lawn

**LAWN**

- Plant grass where needed  
 Remove weeds, including roots  
 Cut grass – cannot exceed 6”  
 Clear tree trace, street gutter in front of house

**TREES**

- Remove dead branches, or dead tree  
Below ground level

**SHRUBS**

- Remove dead shrubs to below ground level

**SHED**

- Repair, paint or remove

**FENCE**

- Remove, replace or paint fence

**WALKWAYS**

- Repair or replace deteriorated walkways

**DRIVEWAYS**

- Repair or replace deteriorated driveway

**PORCH**

- Repair deteriorated concrete or wood  
 Repair and/or paint railing  
 Repair or replace concrete steps  
 Paint porch

**SIDING**

- Replace rotten/deteriorated siding

**ROOF**

- Replace damaged or missing  
shingles, or install new roof

**CHIMINEY**

- Tuckpoint mortar joints

**BRICKWALL**

- Tuckpoint mortar joints

**GUTTERS**

- Clean, replace, paint or reattach

**DOWNSPOUTS**

- Clean, replace, paint or reattach

**FASCIA**

- Replace rotten/deteriorated fascia

**GARAGE DOOR**

- Repair/replace panels, windows  
Paint garage door

**GLASS**

- Replace broken windows

**SCREENS**

- Replace torn/missing screens

**PAINT**

- Paint wood trim or replace  
 Paint fascia boards  
 Paint wood trim  
 Paint window trim  
 Paint front door