

Welcome to Mt. Pleasant!

Being a new resident in an unfamiliar town can be confusing. To make you feel more at home, we've put together this information about how things work. If your questions aren't answered, please give us a call at 779-5302.

How Do Things Work in this Town?



Trash: Is picked up weekly. Depending on the rental, residents may be using City bags or tags, a trash cart, or a

dumpster provided by the landlord. Residents of rentals that use City pickup can find out the pickup day and place by calling 779-5401. **Anyone placing their trash into someone else's container or property (illegal dumping) may be ticketed.**

Rentals with Trash Carts: Trash carts should be placed at the curb by 7:00 a.m. on the pickup day (Wednesday) and must be removed no later than 6:00 p.m. the day after pickup. Carts should be stored in garages, back or side yards with adequate screening, out of sight from the street or alley.

Recycling: Rentals with three or less single family units have curbside (or alley) pickup of recyclable items. Acceptable items are picked up weekly on the same day and in the same place as trash, as long as they are placed in a blue City bin.



Residents in rooming dwellings (rentals licensed for 3 or more people in one or two units) may sign up for curbside (or alley) recycling. Payment of \$2.00 per month

must be made in advance, and participants must purchase a City recycling bin (cost is \$6). Service will be terminated May 1 of each year. Call 779-5401, for information or visit the Department of Public Works, 1303 N. Franklin St.

Larger apartment complexes may offer on-site recycling, or residents may drop off acceptable items free of charge at the Material Recovery Facility (MRF) at 4208 East River Road.

Furniture: Couches, chairs, or other furniture designed for indoor use may not be placed on porches, in



yards, or anywhere outdoors.



Lawn Maintenance: Grass and weeds should be cut or trimmed on a regular basis.

Sidewalks: As a courtesy to other residents, snow should be removed from sidewalks within 24 hours of a snowfall.



Animals: Local ordinance allows no more than 3 dogs and/or cats in any residence in the city. House and yard areas must be kept free of animal waste.



Dogs may run loose when confined in their own yards; otherwise they must be leashed at all times. Outside of the owner's own yard, the person in charge of the animal is responsible for picking up any excrement the animal leaves, and equipment (bag, scoop, etc.) for removing it must be carried

at all times.

Do Rentals Have to be Licensed?



All rentals in the city are regulated by the housing licensing ordinance and are inspected annually by Fire Dept. personnel for conditions that might jeopardize the health and safety of the occupants. If you have questions about conditions in your rental, please call 779-5302 (Code Enforcement) or 779-5105 (Fire Dept.).

What If I Have Problems with My Landlord?

Problems with a leaking roof? Bad plumbing? Not enough heat? Inadequate parking? Contact the landlord and ask that the problem be corrected.

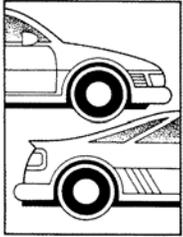


If the landlord doesn't correct the problem, there are specific steps tenants can take. These are outlined in "A Practical Guide for Tenants and Landlords," which clearly summarizes Michigan's laws governing tenant and landlord issues, including maintenance problems. For a free copy, call 779-5347, or stop by City Hall, Room 104.

If you have any questions, contact the Department of Building Safety (989-779-5302) or the Mt. Pleasant Fire Department (989-779-5100).

Where Can I Park My Car?

Following are some parking situations to avoid. It is a violation of City ordinance to:



- ▶ Park on a public sidewalk or in any portion of the yard.
- ▶ Block a crosswalk or driveway.
- ▶ Park with left wheel to the curb.
- ▶ Park on any city street between 2:00 a.m. and 5:00 a.m. from September 1 to May 1. (In the Central Business District, there is no overnight on-street parking all year round.)
- ▶ Park in any portion of the alley roadway.

Party Tips

To avoid conflict with neighbors and police, the following suggestions are offered:



- ▶ Avoid large parties.
- ▶ Be aware that it is illegal to sell or serve alcohol to minors.
- ▶ Notify the Police Dept. if you are having a party.
- ▶ Name a person whom the police can contact if a complaint is filed.
- ▶ Be aware it is illegal to consume alcohol while standing on the sidewalk or street or area in between.
- ▶ Keep music levels down, especially after 11:00 p.m. when others may be sleeping.

Questions About City Services?

HOUSING

Licensing Inspections, Occupancy, Conditions:

Fire Department	779-5105
Landlord/Tenant Issues	779-5347
Code Enforcement	779-5302

PARKING

Parking Enforcement	779-5302
Parking Violations Bureau	779-5384

POLICE DEPARTMENT

Questions (8:00-4:30)	779-5100
Questions (After regular hours)	773-1000
Emergencies <u>Only</u>	911

RECYCLING

Information: MRF	773-9631
Eligibility & Options	779-5401
Service: Public Works	779-5401

REFUSE COLLECTION

Information: Public Works	779-5401
Complaints: Public Works	779-5401
Service: Public Works	779-5401
Compliance: Code Enforcement	779-5302

VOTER REGISTRATION

City Clerk	779-5361
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WATER BILLING

779-5387

Information about many City functions and services is available on our web site at www.mt-pleasant.org or call our main switchboard at (989) 779-5300.

8/05/03

ESSENTIAL INFORMATION FOR RESIDENTS OF RENTAL HOUSING



A Guide to Programs and Practices



City of Mt. Pleasant
401 N. Main Street
Mt. Pleasant, MI 48858

Confused about Renting???

Below you'll find a crash course in Renting 101. A little cramming before you go apartment hunting can make your rental experience almost hassle free.



INSPECT THE DWELLING,

BEFORE
YOU SIGN THE LEASE.

Be sure the property is licensed by the City. Ask to see the license, and find out the legal occupancy of the unit. If too many people are living there, tickets may be written and tenants required to move out. To check the license, call 779-5105.



Ask how many parking spaces are available. Not all apartments provide a space for each occupant, and some provide no parking at all. Remember, lawn parking (always) and overnight street parking (between September 1 & May 1) are both prohibited by City ordinance.



Talk to the current tenants, if possible, to get an idea of any problems connected with living there. They can also provide information on utility expenses.



Find out what method of trash disposal will be used and who is responsible for the cost. For information, call 779-5302.

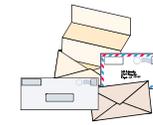
Read the lease thoroughly. If a promise isn't in the lease or part of a signed agreement, the landlord doesn't have to keep it.



Ask the landlord for an inventory checklist if he doesn't provide one. Fill it out and return it within 7 days after you move in, and keep a copy until you get your security deposit notice after you vacate. Document big problems with photographs. If something is broken when you move in but not noted on your inventory checklist, you will probably be charged for it when you move out.



Find out whose name the utilities will be in and how the bills will be split. Some houses with multiple apartments have only one meter and one thermostat, leaving tenants to work out who controls the thermostat and how utilities will be split among the occupants.



Be sure you provide a forwarding address within 4 days of your move-out date, so mail can be sent

directly to you. Your landlord must return the unclaimed portion of your security deposit within 30 days after you vacate. If he keeps part of your deposit, he must send you a list of damages. If you dispute his claims, you must respond within 7 days.

Wondering What to Look For in the Lease?

Leases may use different terms, but all should include:

- The name, address, and signature of the landlord.
- The name(s) and signature(s) of the tenant(s).
- The amount of rent to be paid, how frequently, and when.
- A description of or location of the premises to be rented.
- The starting and ending dates.
- The amount of the security deposit, if any, and any additional fees to be paid.
- The name and address of the bank holding the security deposit.
- Notice that the tenant must supply a forwarding address to the landlord in writing within 4 days of terminating the lease.

- Definition of who is responsible for paying utilities.
- Definition of who is responsible for maintenance, including snow removal and lawn cutting.
- Any other agreements the landlord and tenant may want to make.

What Are the **Tenant's** Responsibilities?

The City's Housing Licensing Ordinance holds tenants responsible for helping the landlord maintain the property, as follows:

- ⌋ Let the owner and the Fire Department know, **in writing**, of any condition in the house which might be unsafe, unhealthy, or illegal.
- ⌋ Keep the dwelling and yard area clean, and dispose of trash properly.
- ⌋ Do not sublet or overoccupy the property.
- ⌋ Park only in the designated parking area—not in yard areas or across sidewalks.
- ⌋ Comply with the City's nuisance party ordinance.
- ⌋ Keep indoor furniture and appliances indoors—not on the porch or in the yard

What Are the **Landlord's** Responsibilities?

- ⌋ Provide the tenant with a clean, healthful, and safe dwelling unit.
- ⌋ Maintain the dwelling and its area in a clean, safe, and sanitary condition.
- ⌋ Provide and maintain solid waste containers that close tightly to keep out pests.
- ⌋ Provide a parking area that complies with the Zoning Ordinance.
- ⌋ Comply with the provisions of the City's Housing Licensing Ordinance.

What About Maintenance Problems?

Maintenance problems can be anything from a leaky faucet to an emergency such as a gas leak or a defective furnace. In each case, tenants should contact the landlord and ask that the problem be corrected within a certain period of time, depending on how bad it is. Staff at the Department of Building Safety or Fire Marshal's office can provide information about the responsibilities of both landlords and tenants in rental units. They can also help to decide if the problem requires immediate attention. Call 779-5347 for a free copy of "A Practical Guide for Tenants and Landlords," which clearly summarizes the provisions of Michigan's Public Acts governing tenant and landlord issues.

02/16/04



So You Want to Live Off Campus

ESSENTIAL INFORMATION about RENTING

**Things to Know BEFORE
You Sign the Lease!**



City of Mt.Pleasant
401 N. Main Street
Mt Pleasant, MI 48858

**Questions?
Code Enforcement & Department of
Building Safety
(989) 779-5302
or
Mt. Pleasant Fire Department
(989) 779-5105**

PARTIES:

To avoid conflict with neighbors and police, the following suggestions are offered:



- Keep music levels down, especially after 11:00 p.m. when others may be sleeping.
- Be aware that it is illegal to sell or furnish alcohol to minors.
- Keep your party contained. It is illegal to consume alcohol while standing on the sidewalk or street.
- Clean up litter immediately after your party.
- Don't let anyone leave your party drunk. You, as the host, can be held liable.
- Remember that parking is not allowed on the yard or across sidewalks at any time, or on the street between the hours of 2:00 a.m. and 5:00 a.m. from September 1 through May 1. (see parking section for more details) There is no overnight on-street parking in the Central Business District at any time of year.
- Notify the Police Department if you have questions about having a party (779-5100).



IMPORTANT PHONE NUMBERS

Code Enforcement	779-5302
Fire Department (Licensing Inspections, Occupancy, Conditions)	779-5105
Landlord/Tenant Issues	779-5347
Parking Enforcement	779-5302
Parking Violations Bureau	779-5384
Police Dept. Questions (8-4:30)	779-5100
Questions after hours	773-1000
Emergencies Only	911
Recycling Information: MRF	773-9631
Refuse Collection Info	779-5401
Water Billing	779-5387

CITY OF MT. PLEASANT CODE ENFORCEMENT

LIVING IN MT. PLEASANT

Being a new resident in an unfamiliar town can be confusing. The following information will hopefully answer some questions and help make you feel more at home.

Information Inside:

- Parking
- Furniture
- Inoperative Vehicles
- Yard Maintenance
- Sidewalks
- Rental Questions
- Solid Waste/Recycling
- Animals
- Personal Safety
- Parties
- Important Phone Numbers

401 N. Main
Mt. Pleasant, MI 48858
(989) 779-5302

Fax: 989-773-6791
E-mail: building@mt-pleasant.org

(989) 779-5302

PARKING—IMPORTANT TIPS!

- Vehicles must be parked on a prepared driveway or in the street; **HOWEVER, parking is prohibited on city streets between the hours of 2:00 a.m. and 5:00 a.m. from September 1 to May 1.**
- There is no overnight on-street parking in the Central Business District at any time of the year.
- Parking permits may be obtained from the City Code Enforcement office for residents doing driveway repair, or for guests.
- Overnight parking for downtown residents in designated City lots is by permit only.



It is also against City ordinance to:

- ⇒ block crosswalks or driveways
- ⇒ park with the left wheel to the curb
- ⇒ park in any portion of the alley roadway
- ⇒ Park in yards, across sidewalks or between the sidewalk and curb

FURNITURE:

- Couches, chairs, or other furniture designed for indoor use may not be placed on porches, in yards, or anywhere outdoors.



INOPERATIVE VEHICLES:

City ordinance prohibits outside storage on private property for more than 10 days of any vehicle that does not meet the following conditions:

- An engine that runs
- All necessary driving units and gears in operating condition
- Four wheels with four pneumatic tires capable of holding air
- Current license plates (and insurance)
- A battery capable of starting and operating the vehicle and its accessories

An inoperative vehicle may, however, be stored in a completely enclosed building, such as the owner's garage.

Covering the vehicle with a tarp or other cover is not an acceptable means of storage.



YARD MAINTENANCE:

- **Grass and Weeds:** Grass and weeds must be kept shorter than 9" during the growing season. City ordinance allows lawns taller than 9" to be cut by the City's contractor without notice to the property owner.



SIDEWALKS:

- As a courtesy to other residents, snow should be removed from sidewalks within 24 hours of a snowfall. (Commercial properties are required to keep sidewalks clear).

RENTING RESPONSIBILITIES

TENANT'S RESPONSIBILITIES

It is the tenant's responsibility to:

- Let the owner and the Fire Department know, **in writing**, of any condition in the house which might be unsafe, unhealthy, or illegal.
- Keep the dwelling and yard clean, and dispose of trash properly.
- Do not sublet or over-occupy the property.
- Park only in the designated parking area—not in yard areas or across sidewalks.
- Comply with the City's nuisance party ordinance.
- Keep indoor furniture and appliances indoors—not on the porch or in the yard.

RENTALS WITH TRASH CARTS

- Place carts at curb by 7:00 a.m. on the pick-up day.
- Remove carts no later than 6:00 p.m. the day after pickup.
- Store carts in garage, back or side yards with adequate screening, out of sight from the street or alley.



Tenants should contact the landlord regarding maintenance problems and ask that the problem be corrected within a certain period of time.

Call 779-5347 for a free copy of "A Practical Guide for Tenants and Landlords," which clearly summarizes the provisions of Michigan's Public Acts governing tenant and landlord issues.

RENTING RESPONSIBILITIES

LANDLORD'S RESPONSIBILITIES

It is the landlord's responsibility to:

- Provide the tenant with a clean, healthful and safe dwelling unit.
- Maintain the dwelling and its area in a clean, safe and sanitary condition.
- Provide and maintain solid waste containers that close tightly to keep out pests.
- Provide a parking area that complies with the Zoning Ordinance.
- Comply with the provisions of the City's Housing Licensing Ordinance.

SOLID WASTE

Mt. Pleasant has a user-pay system of solid waste disposal, so residents pay only for the amount of waste they actually discard.

Preparation for Pickup

Place waste in a **City bag** or a garbage can tagged with a **City refuse tag**. City bags/tags are available at City Hall or at the service desk of most local grocery stores.

- No more than 34 gallons in each can.
- No more than 50 lbs in each can.
- Regular 34-gallon bags may be used if their filled weight is less than 50 lbs and they are tagged with a City tag.
- Place at curb no later than 7:30 a.m. the day of pick-up. (Call 779-5401 to find out what day waste is picked up in your area.)



RECYCLING

- Place recyclable items in or around the blue recycling bin for pickup at curbside or at the alley trash pickup location at one, two and three family units.
- Larger apartment complexes may offer on-site recycling, or residents may drop off acceptable items free of charge at the Material Recovery Facility (MRF) on East River Road.
- Materials put out without the blue bin will not be picked up.
- Lost or stolen bins may be replaced at a cost of \$6 at the Department of Public Works, 1303 N. Franklin Street.
- Call MRF at 773-9631 for more information.



ANIMALS:

- A total of 3 dogs and/or cats (over the age of four months) is the maximum allowed in any residence in the city.
- Dogs older than six months must be licensed annually.
- House and yard areas must be kept free of animal waste.
- Dogs may run loose in fenced yards; otherwise, they must be leashed at all times. Mt. Pleasant has a "pooper scooper" ordinance, and pet walkers should carry devices for immediate cleanup of animal waste.



BASIC STREET SENSE

- Stay alert and be aware of your surroundings.
- Move confidently, keep moving and look around.
- Know your neighborhood. Know the locations of police, fire, hospitals, restaurants and stores that are open late.

When on Foot:

- Try not to travel alone.
- Plan your route. Stick to busy streets and avoid vacant lots, alleys or other deserted areas.
- If you think someone is following you, switch direction or cross the street. Walk toward an open restaurant, store or lighted house. Yell for help if you are scared.
- Keep your purse close to your body. Carry billfolds in an inside coat pocket or front pants pocket.
- Have your car or house key in hand **before** you reach the door.
- Carry only what you need.



In a car:

- **Always** lock your car and take your keys.
- Check inside and out before getting in.
- Keep tank at least 1/4 full and car in good running condition.
- Lock doors and keep windows closed while driving.
- If your car breaks down, raise the hood, place emergency reflectors or flares, then stay in the locked car.
- After dark, park in a well lit area.
- Avoid isolated areas.
- Never pick up hitchhikers and don't hitch rides yourself.
- **Most Importantly**—Trust your instincts! If something or someone makes you uneasy, avoid the person or leave!

