Neighborhood Services Guide

City of Elkhart

A Guide to Public Services and Programs in the City of Elkhart

Mayor Rod Roberson

City of Elkhart

Mayor's Office

As Mayor of the City of Elkhart, I have pledged that my administration will provide unparalleled service to the constituents of this City. We are providing this Neighborhood Services Guide to inform residents about the services provided by the City and about your responsibilities to be a good neighbor and resident of our community.

We have included a phone directory for you to easily reach City departments to help you with your needs. We have also included City Council District maps to help you locate and contact your Council Representatives.

My entire staff of City employees and I are committed to serving our community, and we strive to make Elkhart the best it can be. We hope this Neighborhood Services Guide will assist in providing a better quality of life for you, your family, and our entire community.

Sincerely,

Rod Roberson
Mayor

TABLE OF CONTENTS

CITY COUNCIL DIRECTORY & MAPS 5-19

CITY DEPARTMENT DIRECTORY 20-25

BASIC PROPERTY INFORMATION 26-28

PUBLIC SAFETY SERVICES 29

WASTE & RECYLING 30

COMMUNITY SERVICES 31

PARKS & RECREATION SERVICES 32

LIST OF COMMON HOUSEHOLD PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT 33

BASIC PROPERTY MAINTENANCE HANDOUT 34-35

BASIC PROPERTY MAINTENANCE HANDOUT— SPANISH 36-37

TRASH & RECYCLING PICKUP SCHEDULE 38-39

ELKHART CITY COUNCIL

Public meetings are held the 1st and 3rd Monday of the month at 7:00 p.m. in the City Council Chambers, located at 229 S. 2nd St.

Three At-Large Council Members represent the entire city:

Arvis Dawson
arvis.dawson@coei.org
arvisdawson@gmail.com

Kevin Bullard
kevin.bullard@coei.org
kebullard.me@gmail.com

Mary Olson
mary.olson@coei.org
elkctymary@hotmail.com

1st District— Downtown and North Central
Aaron Mishler
aaron.mishler@coei.org
aakmishler@gmail.com

2nd District— West of Downtown and Northwest
Brian Thomas
brian.thomas@coei.org
brian10k@aol.com

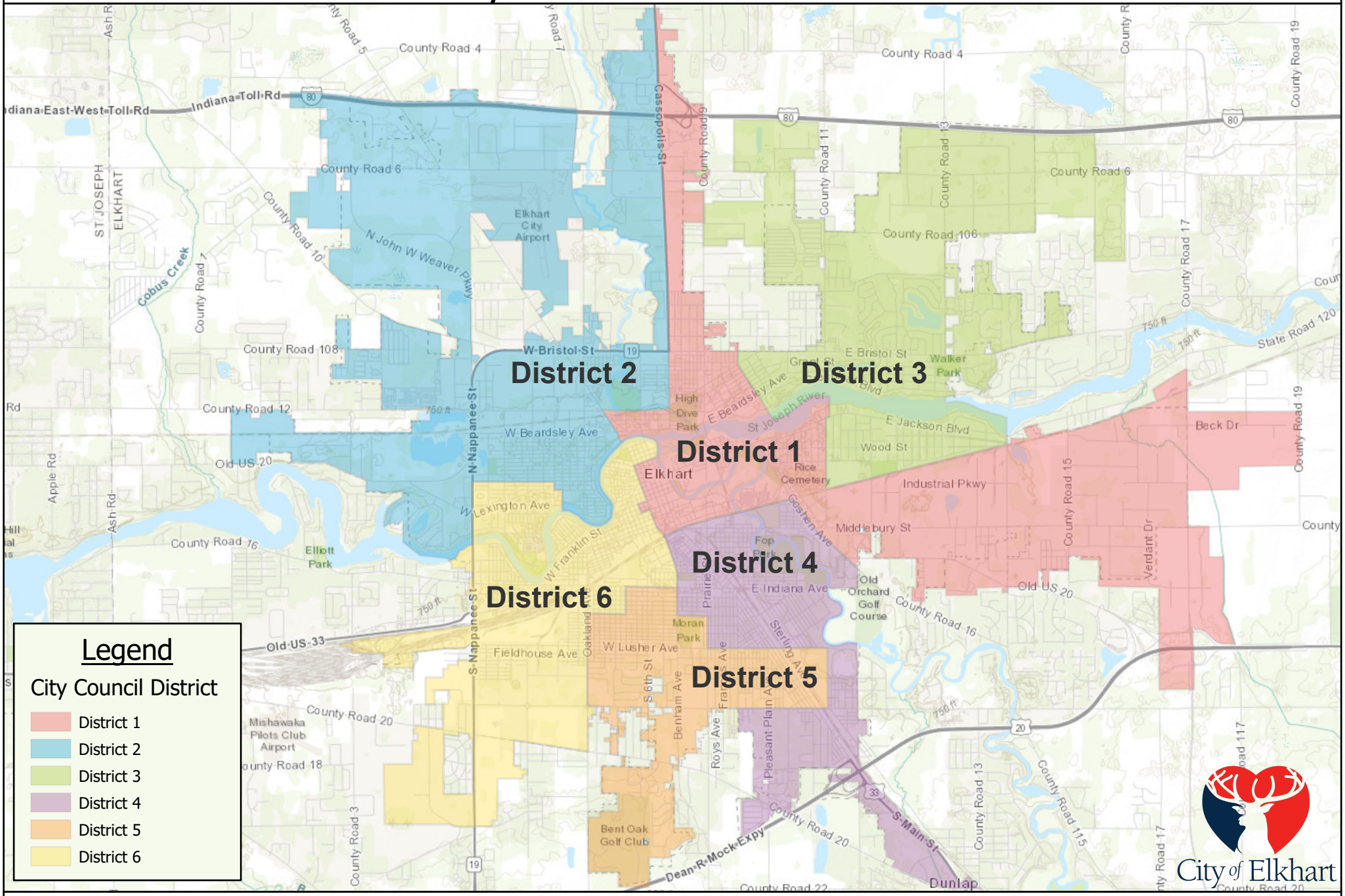
3rd District— Northeast
David Henke
david.henke@coei.org
dkza1752@aol.com

4th District— Southeast
Dwight Fish
dwight.fish@coei.org
fish73@comcast.net

5th District— Southwest and South Central
Brent Curry
brent.curry@coei.org
hrmour@aol.com

6th District— West and South of Downtown
Tonda Hines
tonda.hines@coei.org
hinestonda@comcast.net

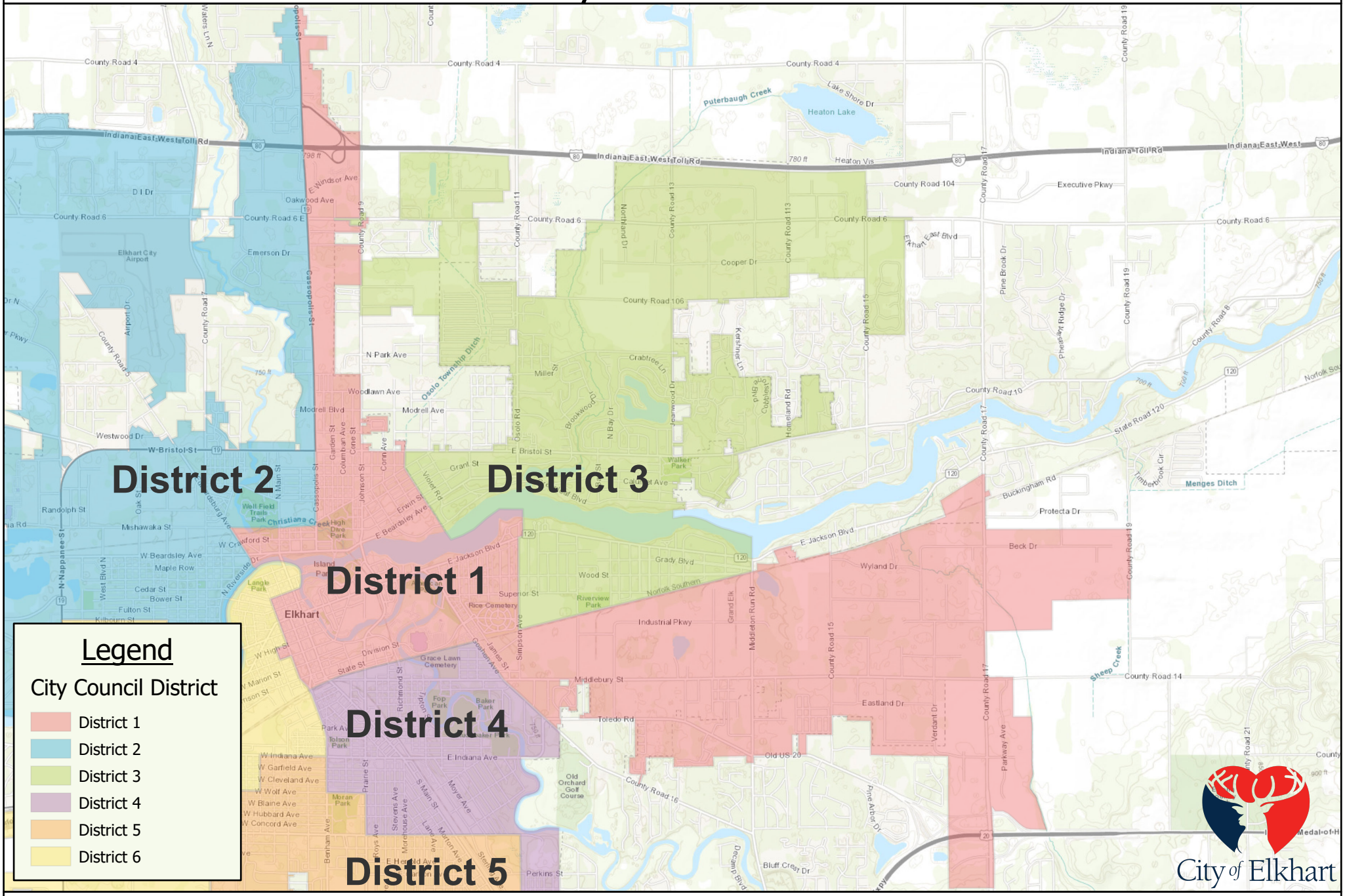
2021 City Council District Boundaries



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

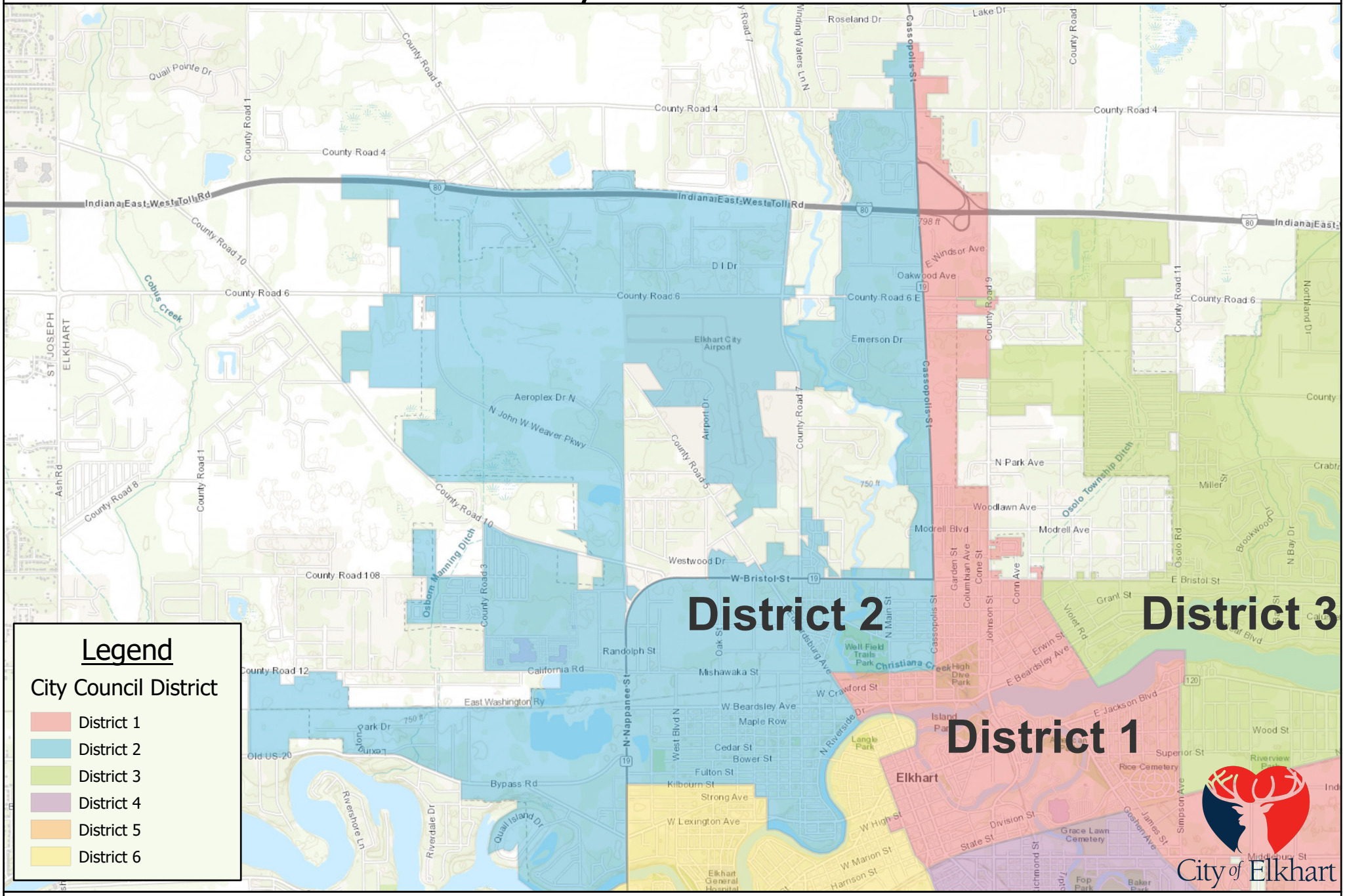
2021 City Council District 1



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

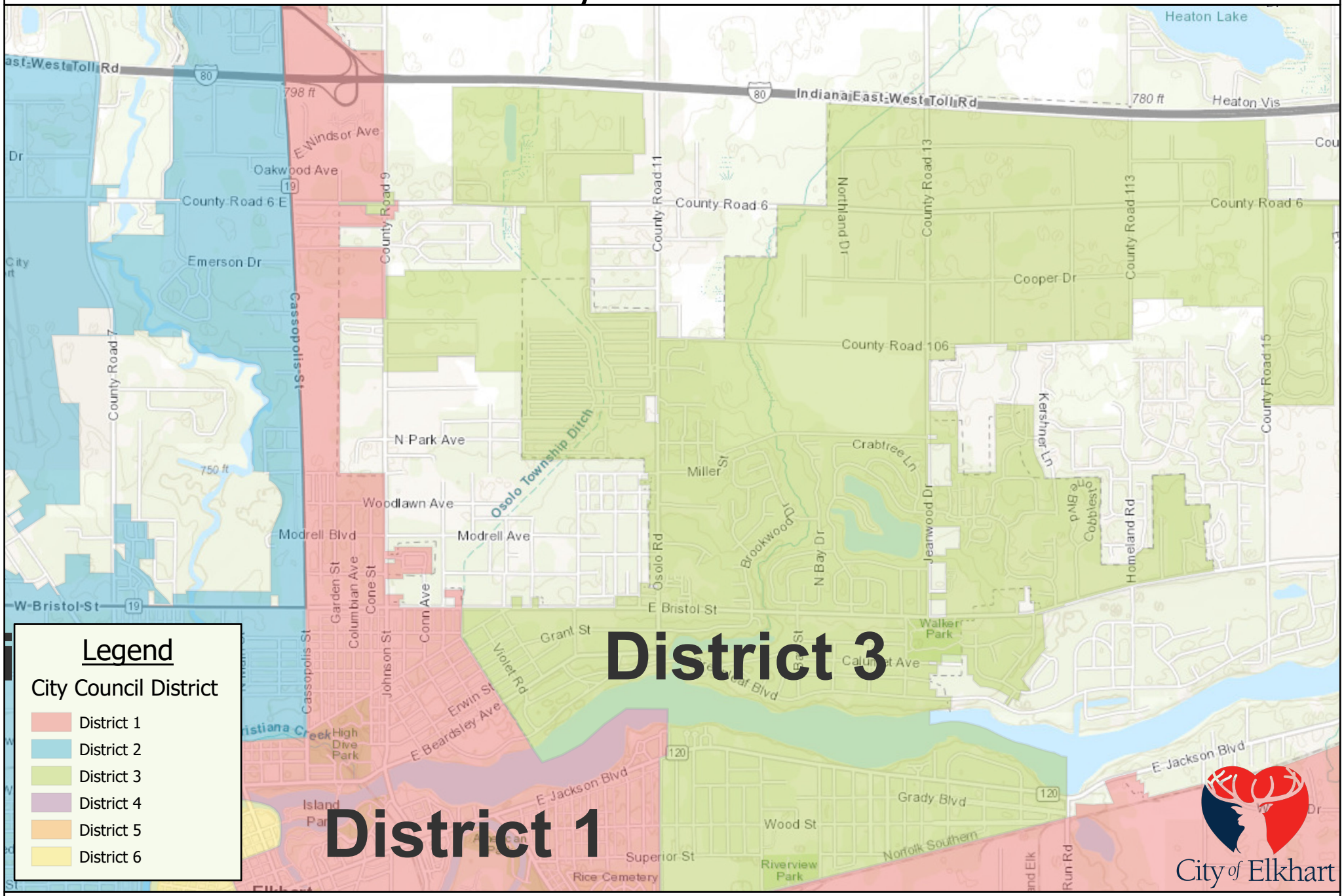
2021 City Council District 2



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

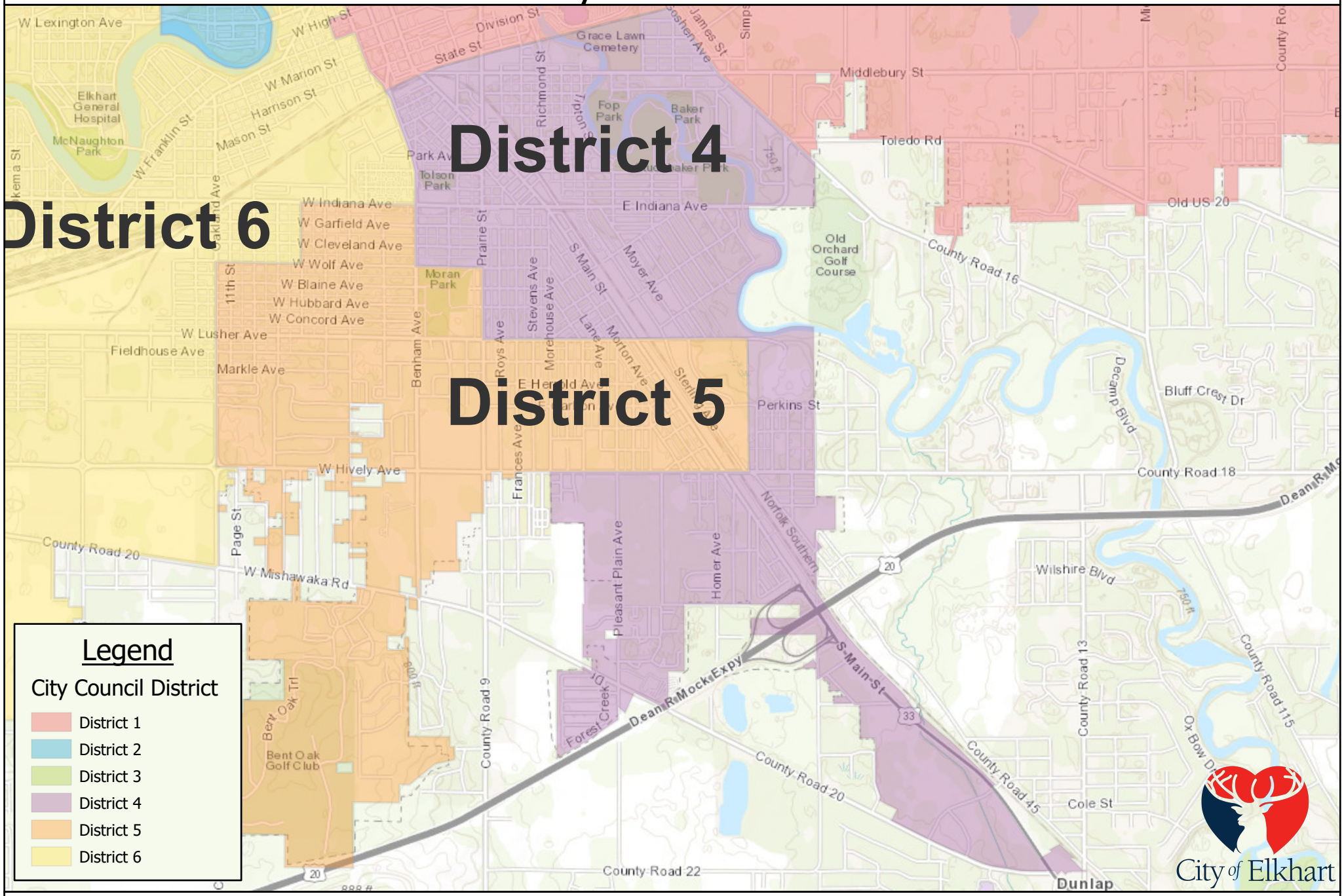
2021 City Council District 3



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

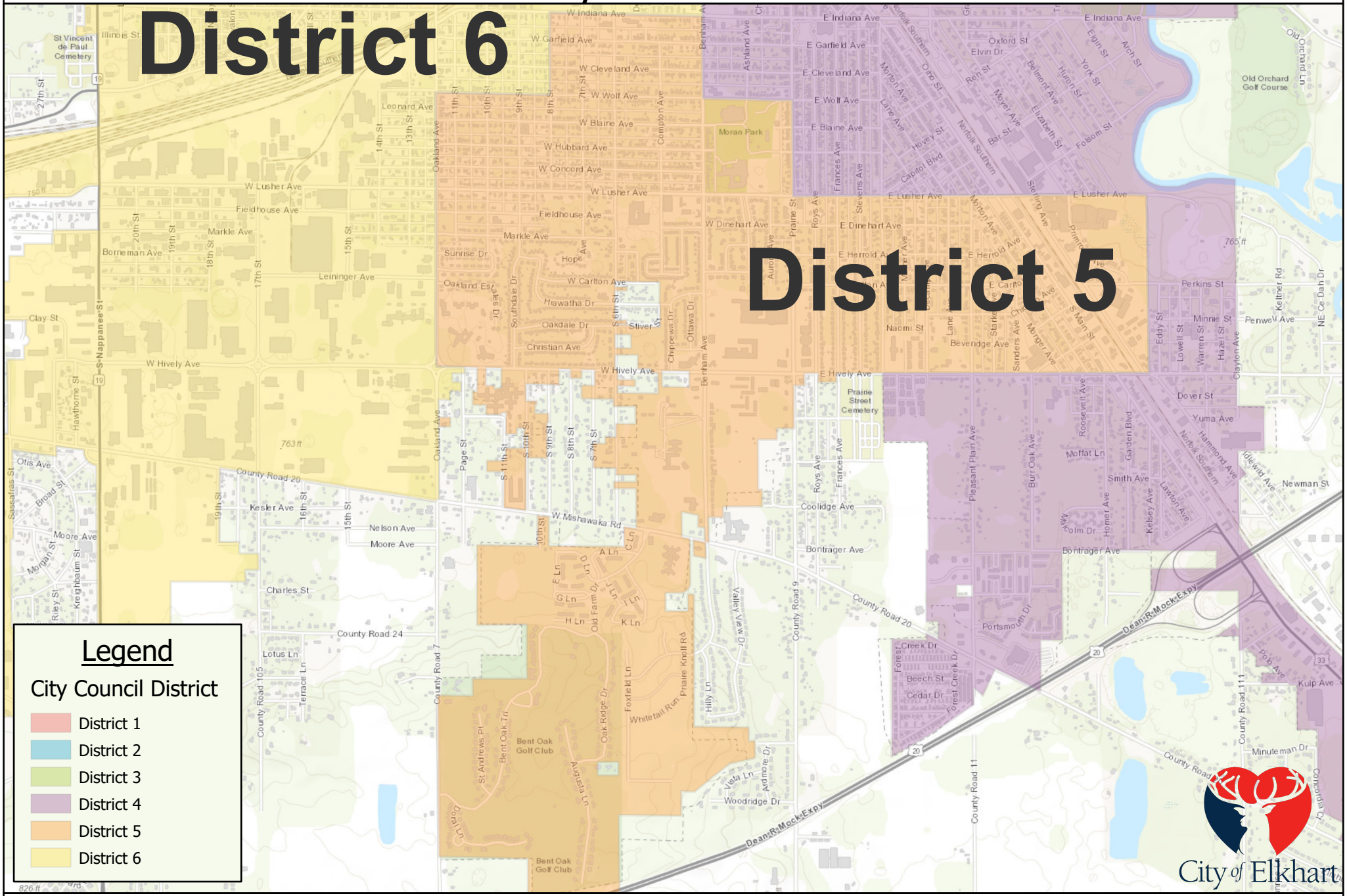
2021 City Council District 4



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

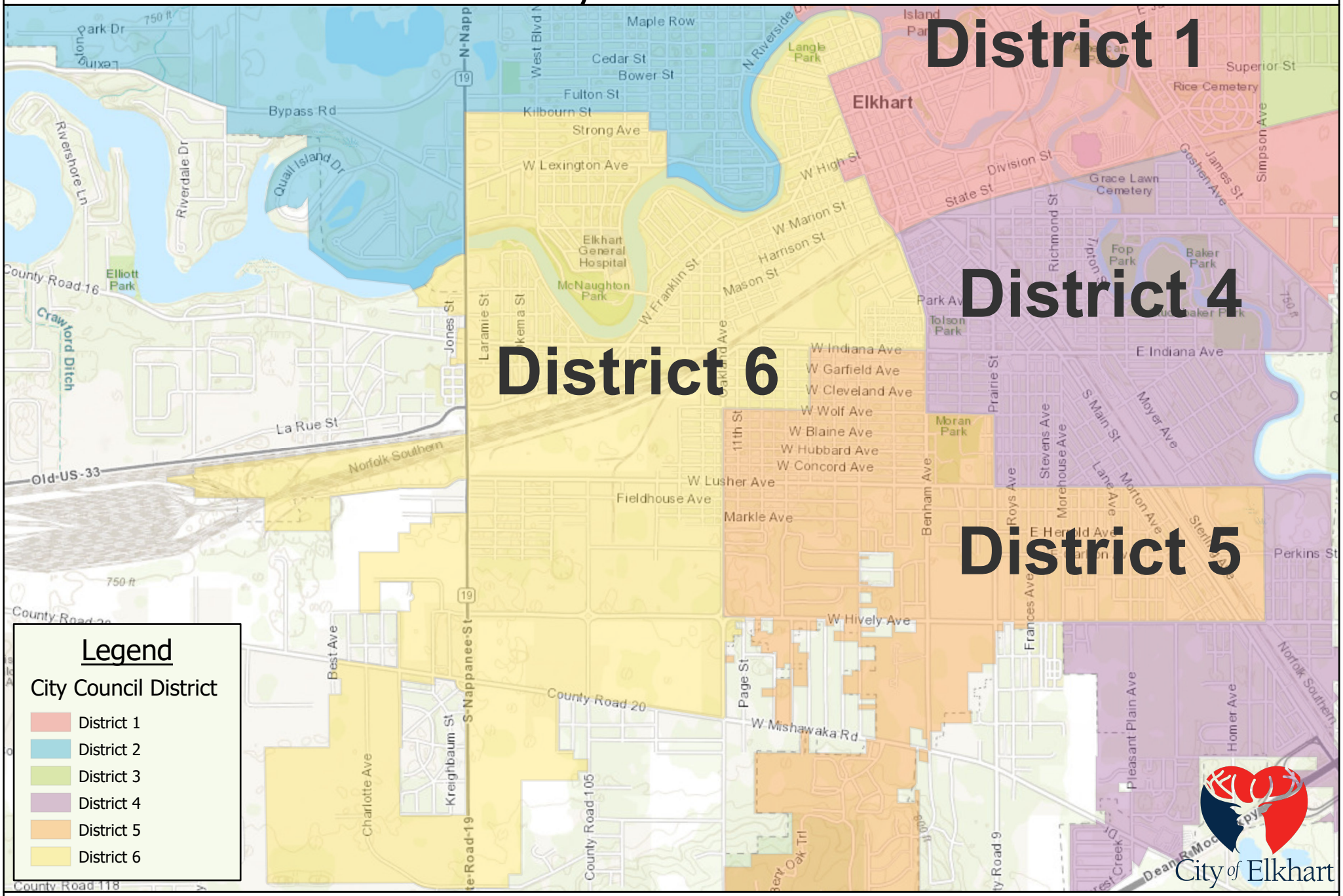
2021 City Council District 5



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

2021 City Council District 6



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.

CITY DIRECTORY

Mayor Rod Roberson's Office
229 S. 2nd St. 574-294-5471 ext. 1041

City of Elkhart Website: www.elkhartindiana.org
The website has information regarding current events, recreational opportunities, news, and alerts. The website also provides an explanation of city services and contact information for city departments. Residents can fill out and submit forms online to report incidents, provide feedback, arrange tours, and request information.

My Elkhart 311 Website: elkhartindiana.org/myelkhart311
Email: myelkhart311@coei.org

MyElkhart311 allows the citizens of Elkhart to report issues within the city limits, stay informed of upcoming events, city news, and most importantly, provide citizens an avenue for their voice to be heard.

Citizens can access MyElkhart311 through various platforms. Download the FREE App @

App Store Google Play Store

BOARDS AND COMMISSIONS

Board of Aviation Commission
229 S. Second St. 574-264-5217
Public meetings are held the last Wednesday of the month at 4:00 p.m. at City Hall and virtually on Webex.

Board of Parks and Recreation
229 S. 2nd St. 574-295-7275
Public meetings are held the 3rd Tuesday of the month at 3:30 p.m. at City Hall and virtually on Webex.

Board of Public Safety
229 S. 2nd St. 574-294-5471 ext. 1055
Public meetings are held the 2nd and 4th Tuesday of the month at 9:00 a.m. at City Hall and virtually on Webex.

Board of Public Works
229 S. 2nd St. 574-294-5471 ext. 1055
Public meetings are held the 1st and 3rd Tuesday of the month at 9:00 a.m. at City Hall and virtually on Webex.

Board of Zoning Appeals
229 S. 2nd St. 574-294-5471 ext. 1013
Public meetings are held the 2nd Thursday of the month at 6:00 p.m. at City Hall and virtually on Webex.

Fire Merit Commission
229 S. 2nd St. 574-294-5471 ext. 1055
Public meetings are held the 2nd and 4th Monday of the month at 3:00 p.m. at City Hall and virtually on Webex.

Historic and Cultural Preservation Commission
229 S. 2nd St. 574-294-5471 ext. 1016
Public meetings are held the 3rd Thursday of the month at 7:00 p.m. at City Hall and virtually on Webex.

Human Relations Commission
229 S. 2nd St. 574-294-5471 ext. 1014
Public meetings are held the 4th Thursday of the month at 4:30 p.m. at City Hall and virtually on Webex.

Lerner Theatre Board
229 S. 2nd St. 574-294-5471 ext. 1055
Public meetings are held the 2nd Wednesday of the month at 10:00 a.m. at City Hall and virtually on Webex.

Plan Commission
229 S. 2nd St. 574-294-5471 ext. 1083
Public meetings are held the 1st Monday of the month at 1:45 p.m. at City Hall and virtually on Webex.

Police Merit Commission
229 S. 2nd St. 574-294-5471 ext. 1055
Public meetings are held the 2nd and 4th Monday of the month at 9:00 a.m. at City Hall and virtually on Webex.

Redevelopment Commission
229 S. 2nd St. 574-294-5471 ext. 1014
Public meetings are held the 2nd Tuesday of the month at 4:00 p.m. at City Hall and virtually on Webex.

Meeting dates and times are subject to change, but legal notice will be provided. Additional meetings may also be added.

DEPARTMENTS

Aviation
1211 County Road 6 W 574-264-5217
The Elkhart Municipal Airport is one of the busiest general aviation airports in Indiana, with 90-100 flights being handled per day. It is known as a general aviation facility, used by private and local pilots, as well as corporations and businesses.

Buildings and Grounds
131 W. Tyler St. 574-970-0542
Maintains all city-owned buildings and grounds.

Cemeteries
400 James St. 574-293-2811
Schedules burial services and maintains cemeteries.

- Grace Lawn Cemetery is located at 900 Middlebury St.
- Prairie Street Cemetery is located at 401 E. Hively Ave.
- Rice Cemetery is located at 400 James St.

Central Garage
27632 County Road 20 574-293-0147
Maintains and repairs city equipment.

City Clerk
229 S. 2nd St. 574-522-5272

- **City Court—** Responsible for City Court issues, including fines and records, and maintaining the official records of the city.
- **Probation Department**
  317 W. High St. 574-522-5745
  Responsible for adult court-ordered probation.

Communications Center
135 E. Franklin St. 574-293-2175
For reporting alarms, fires, crimes or requesting assistance.

In case of emergency, CALL 911

Controller's Office
229 S. 2nd St. 574-294-5471 ext. 1026
Manages city finances and payments for certain city services (excluding water and wastewater). The Controller's Office also manages pet, solicitor, and taxicab licenses.

Corporation Counsel
229 S. 2nd St. 574-294-5471 ext. 3010
Enforces all city ordinances and provides legal counsel to the Mayor and other city departments.

Development Services
229 S. 2nd St.

Building and Code Enforcement 574-294-5474
Manages building inspections, unsafe buildings or property maintenance violations, including trash, rank vegetation and minimum housing violations.

Permit Center 574-296-9331
Issues building permits for construction, alteration, or repair of residential and commercial buildings, including electrical, mechanical and plumbing and zoning clearances for fences, tents and signs. Maintains annual registration of licensed contractors, provides technical review of site plans for residential and commercial construction, and local plan review of residential and commercial building construction.

Planning Services 574-294-5476
Oversees land use and neighborhood planning as well as administration of the Zoning Code. Assists developers and business owners with land use and zoning issues. Serves as staff to the Plan Commission, Board of Zoning Appeals, and Historic and Cultural Preservation Commission.

Community and Development 574-522-4855
The Office of Community & Redevelopment offers a variety of housing and community services to residents of Elkhart. Some of these services include assistance for residential housing rehabilitations, neighborhood facility improvements, services for low to moderate income persons, and grants to public service providers.

Economic Development 574-522-4855
Manages redevelopment projects, new development in the city, brownfield redevelopment and tax phase-ins. Works with new and existing businesses on site location and expansion projects.

Elkhart Environmental Center
1717 E. Lusher Ave. 574-293-5070
Acts as a clearinghouse for environmental information and educational programs. Offers trails, a canoe launch, and picnic tables.

Emergency Support Services
175 Waterfall Dr. 574-389-4733
Provides for disaster awareness and preparedness. Provides sandbags for flood control, traffic control for major city events, response during power outages and inclement weather, and warning sirens.

Fire Department
500 East St. 574-293-8931
Provides fire response and EMS services, safety training, Fireworks education, fire prevention and investigation, hazardous materials spill investigation, home safety assessments, permits for burning and campfires, tank inspections and a smoke detector program.

Fire Emergency Dispatch, CALL 911

Human Resources
201 S. 2nd St. 574-294-5471 ext. 1073
Coordinates employment, benefits, personnel regulations, training, job development, policies and procedures.

Information Technology
131 Tyler Av. 574-218-7865
Coordinates the technology infrastructure for city operations, maintains equipment ,and offers computer support.

Lerner Theatre
410 S. Main St. 574-293-4469
Provides theater, concerts, and art programs. This facility also offers meeting rooms for weddings, reunions and conferences of all sizes.

National New York Central Railroad Museum
721 S. Main St. 574-294-3001
Preserves and displays railroad artifacts with a focus on the New York Central System and Elkhart's railroad history. Exhibits include the NYC Mohawk #3001 locomotive, other rolling stock, a huge "O" gauge model train layout, interactive displays and much more in a family-friendly environment.

Parks and Recreation
1320 Benham Av 574-295-7275
Oversees city parks, recreation, aquatic and ice skating facilities, summer programming, festivals, and special events. Also oversees pavilion, facility rentals and permits at the following parks:

- High Dive Park is located at 500 E. Beardsley Ave.
- McNaughton Park is located at 701 Arcade Ave.
- Pierre Moran Park is located at 210 Wolf Ave.
- Studebaker Park is located at 1020 McDonald St.
- Willowdale Park is located at 1320 Olive St.

The Parks and Recreation Department also oversees the Tolson Community & Youth Center. A complete list of park facilities can be found on the city website.

Police Department
175 Waterfall Dr. 574-295-7070
The police department's primary responsibility is public safety. This is accomplished through education and enforcement. We utilize organizational, neighborhood and church meetings as well as citizen academies and public events to disseminate and gather information both to and from

the community. We are also responsible for enforcing and investigating city ordinances (including animal, noise and parking violations) and state statutes (including traffic violations and all other crimes) which occur in the city of Elkhart.

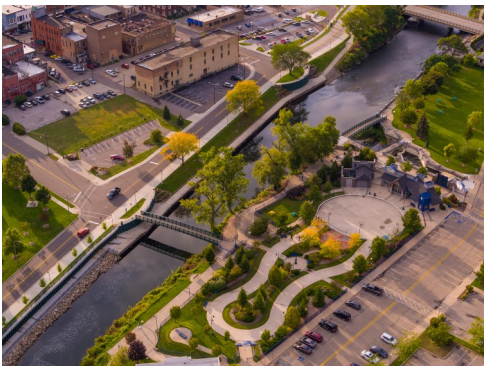
Criminal Investigations	**574-295-7076**
General Tip Line	**574-389-4777**
Drug Tip Line	**574-389-4710**
Homicide Tip Line	**574-389-4770**
Drug Police Emergency	**911**

Public Works & Utilities
1201 S. Nappanee St. 574-293-2572
Operates and maintains the city's storm water conveyance system, drinking water supply and distribution system, wastewater collection system and wastewater treatment.

Street Department
2421 S. 17th St. 574-293-5518
Provides for leaf pickup, cleanup of dead animals in roadway; street, sidewalk and curb repair and maintenance; and snow removal.

Utility Billing & Service Department
1201 S. Nappanee St. 574-264-4273
Manages water and sewer accounts, activates new accounts and provides account information. Responds to service requests, reads and manages meters.

TO REPORT AN AFTER-HOURS WATER/SEWER EMERGENCY, CALL 574-293-2572.



BASIC PROPERTY INFORMATION

To ensure all city residents can enjoy their properties without infringing on the rights of their neighbors, the city of Elkhart has adopted two primary regulations: the property maintenance code and the zoning code. Both are used to protect and preserve property rights.

Property Maintenance Code: provides minimum standards for ensuring safe and adequate housing for all Elkhart residents and includes standards for plumbing, mechanical and electrical services as well as exterior maintenance. The property maintenance code is designed to address unsafe, dilapidated and deteriorated structures.

Zoning Code: provides standards that encourage the growth and development of the city in accordance with the Comprehensive Plan.

Why is code compliance important?
Code compliance is important to create a clean and safe environment for residents to live, work and play.

Compliance Guidelines
If you do receive a violation notice, your cooperation is encouraged to promptly address the situation. If you have a question about the notice or need help with corrections or repairs, please call Code Enforcement at 574-322-4488.

Reporting Violations
If you would like to report a property maintenance code violation or zoning violation, please call 311 at 574-294-5471 ext. 6739.

COMMON BUILDING AND ZONING CODE PROVISIONS:

Building Permits— For commercial or residential improvements, new construction, rehabilitation, alterations, structural reinforcements, and mechanical, plumbing or electrical work, you must obtain a permit before you begin your project. To verify requirements for what you have planned, call the Permit Center at 574-296-9331.

Zoning Clearances— For most property modifications, a zoning clearance permit is required. Call the Planning Department for assistance in determining when a zoning clearance permit is necessary at 574-294-5476.

Grass and Weeds— Must be kept below 8 inches high.

Debris— No debris may be stored openly on your property.

Driveways— All new drives must be paved. Materials allowed include concrete, asphalt and brick pavers. A zoning clearance is required for all work. Public Works and Utilities must also approve new driveway approaches. They can be reached at 574-293-2572.

Outdoor Furniture— Any furniture placed outdoors or on an open porch must be designed for outdoor use and must be in good condition.

Unlicensed Vehicles— Unlicensed vehicles may not be parked on city streets at any time. Licensed vehicles may not be parked on city streets for more than 30 days. To report a violation, contact the police department at 574-295-7070.

Pools— Must be located within placement regulations; six- foot fencing is required for pools where water depth is greater than 30 inches. A permit and zoning clearance may be required from the Permit Center when installing a pool. A permit may also be required by Public Works and Utilities when emptying or filling pools. Residents are encouraged to contact these departments before beginning a project.

Swimming Pool Discharges— When a pool's water is in such a condition that it should not be discharged onto the ground, a Swimming Pool Discharge Application needs to be completed and submitted to Public Works and Utilities for approval before water can be discharged to the city's sewer system. Contact Public Works and Utilities at 574-293-2572 with any questions regarding the discharge of swimming pool water.

Accessory Structures— Accessory structures include detached garages, sheds, fences, decks, and pools. There are material, size, height, and placement regulations for these structures. A zoning clearance and/or building permit are required and can be obtained by calling 574-294-5476.

Paving Tree Lawns— No pavement shall be placed within the tree lawn area with the exception of approved curb cuts and approved sidewalks.

Business Signage— All new signs and changes to existing signs require a zoning clearance permit. There are height, size and placement regulations specific to each zoning district. Check with the Zoning staff before display of any signage. Please call the Planning Department at 574-294-5476.

Commercial Site Development— Developers work with Planning staff to ensure projects comply with design standards. Plans are reviewed by Fire, Building, Zoning and Public Works staff before approval is given. Many projects require approval from various city boards as well; e.g., Board of Zoning Appeals, Plan Commission or City Council.

Residential New Construction — New construction of residential units require plan and site plan review based on project type. Please contact the Zoning Department at 574-294-5476 for details and requirements.

OTHER LICENSING OR REGISTERING

Pets and Pet Licensing— You may have up to four domestic animals at your residence. Animals must remain on your property unless leashed.

All pets six months or older must be licensed with the city. New residents must license their pet within 10 days. Proof of rabies vaccinations are required. Pet licenses may be purchased from the City Controller's Office.

To report stray, abandoned, neglected, or mistreated animals, contact the Elkhart Police Department at 574-295-7070 or the Elkhart County Humane Society at 574-848-4225.

PUBLIC SAFETY SERVICES

Community Policing— Police officers and citizens can develop new relationships and work together to identify and solve community problems related to crime and neighborhood decay. The city of Elkhart is divided into six zones with officers assigned to each area. For more information, call the Police Department's Community Relations Bureau at 574-295-7070.

Neighborhood Watch— Residents may form a communication network and organization structure for their neighborhood. For information, call 574-295-7070.

Anonymous Tip Line— You may anonymously report any illegal activity by calling the Police Department's tip line at 574-389-4777.

Illegal Drug Sales—Any suspected drug activity is to be reported to the Elkhart Police Department or the Drug Tip Line at 574-389-4710.

In the case of an emergency, CALL 911.

Noise and Public Disturbances— Noise disturbances from radios, cars, motorcycles or other similar source should be reported to the Police Department.

Fire Safety for the Home— Free of charge, the Fire Department will conduct a fire safety assessment of your home, make recommendations to improve home fire safety, and provide fire prevention and safety presentations to schools and local organizations. Residents must have a working smoke detector on each floor of their homes. If you cannot afford a smoke detector, the Fire Department will provide one free of charge. For more information on any services provided by the Fire Department, or to schedule a presentation, call the Fire Department at 574-293-8931.

WASTE AND RECYCLING

Garbage— Garbage must be placed in the container provided by the city. Between 5:00 p.m. the night before pickup and 6:00 a.m. the day of pickup, closed trash containers must be placed within three feet of the curb. Emptied containers must be returned to their place of storage by 8:00 p.m. on collection day. Additional trash will not be picked up unless properly bagged and tagged. For information on where to purchase excess garbage tags, call Borden Waste Away Service at 574-293-5001.

Recycling— City residents have several recycling options. Residents interested in a larger receptacle can receive a 48 or 96-gallon recycling bin from Borden Waste– Away at no charge. Residents interested in a smaller receptacle can obtain up to two free recycle bins from the Elkhart Street Department located at 2421 S. 17th St. Recyclables are collected on the same day as garbage collection.

The City of Elkhart recycling program includes glass, metal, cardboard, paper, and plastics #1-7. Plastic bags, such as grocery bags or Ziploc bags, cannot be recycled, however, plastic grocery bags can be returned to the store for reuse. For a complete list of acceptable items, visit www.elkhartindiana.org/solidwaste.

Large Item Pickup— Up to two large items per month will be picked up at no charge. Call Borden's to make arrangements.

Household Hazardous Waste (HHW)— HHW must be disposed of at the monthly drop-off days. These are held on the first Saturday of every month from 8:00 a.m. to 3:00 p.m. at the Elkhart County Correctional Facility.

Used Tire Disposal— Used tires may be taken for disposal to local tire retail outlets. Tires can also be disposed of at the Elkhart County Landfill, located at 59530 CR 7, for a nominal fee.

Illegal Dumping— If you see illegal dumping, please call the Police Department at 574-295-7070.

Brush Pickup— Stack your branches and brush at the curb, but not extending into the street, on the same day as your garbage pickup. Piles must be less than four feet high, eight feet long and four feet wide, and branches must be less than four inches in diameter. Debris or treated lumber should not be mixed into brush piles. For more details, call the Forestry Division at 574-970-0542.

Leaf Pickup— The city's leaf pickup program operates from mid-October to mid-November and again from mid-April to mid- May. Leaves should be raked to the curb, but not extending into the street. For information, call the Street Department at 574-293-5518.

COMMUNITY SERVICES

Neighborhood Associations— Neighborhood Associations all have one common theme: neighbors working with neighbors to make a positive impact on their community. These associations regularly sponsor events like community cleanups, public meetings, social gatherings, and crime watches. To register or start an association, call 574-322-4861.

Water and Sewer— If you experience problems with your water or sewer service, call 574-293-2572.

Street Tree Planting— The city sponsors spring and fall tree planting programs to plant shade and ornamental trees within the public right-of-ways at no cost to the homeowners. Call the Forestry Division at 574-970-0542 for more details.

Street Tree and Vegetation Maintenance— The Forestry Division will remove vegetation interfering with traffic. For more information, call 574-970-0542.

Sidewalks— The city offers a Sidewalk Program designed to offer you savings as you repair your sidewalk. For information on the Sidewalk Program, call the Street Department at 574-293-5518.

Housing Rehabilitation Program— If you qualify, based on income and location, you may obtain a direct or forgivable loan from the city. The program lends money to cover the cost of improvements necessary to ensure a property meets public standards for health and safety. Interested? Call 574-294-5471 ext. 1022.

Fair Housing Assistance Program— The City's Human Relations Commission investigates housing discrimination on the basis of race, color, national origin, religion, disability, sex and familial status. If you fee like you have been discriminated against or would like landlord tenant assistance please call 574-294-5471 ext. 1014.

PARKS AND RECREATION SERVICES

The city maintains an extensive parks and recreation system, including over 30 parks, an expansive system of walking and biking trails, numerous neighborhood facilities and playgrounds, a golf course, swimming facilities, pavilions and much more. Year-round recreation for all ages includes athletics, arts and crafts, festivals, special events and free concerts.

All parks are open daily 6:00 a.m. to 11:00 p.m. , with the exception of Roosevelt Park which closes at 10:00 p.m. Please be responsible and do not litter or leave pet waste in your city parks.

Smoking is prohibited in all parks and city-owned buildings.

Call 574-295-PARK (7275) for seasonal brochures

Water Parks and Swimming Facilities—The city operates four outdoor facilities during the summer: the Pierre Moran Park Pool, the McNaughton Spray Park, Ideal Beach and the NIBCO Water and Ice Park.

- Pierre Moran Pool is located at 200 W. Lusher Ave.
- McNaughton Spray Park is located at 701 Arcade Ave.
- Ideal Beach is located at 52256 Ideal Beach Rd. in Elkhart County.
- NIBCO Water and Ice Park, located on NIBCO Pkwy. (formerly Junior Achievement Drive), is a two-fold facility - an ice rink in the cooler months and a spray park in the summer. Fees are charged during the winter months. Ice skates are available for rental.

LIST OF COMMON HOUSEHOLD PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT:

Most renovation projects will require a building permit to ensure compliance with local and State building codes. If you have any questions, please do not hesitate to contact the Permit Center at (574) 294-5471.

- Painting - please follow lead-based paint precautions as needed to protect your family. www.epa.gov/lead
- Installing any type of floor cover (carpet/tile/linoleum, etc.) and wall trim. **Subflooring will require a permit.**
- Replacing/Installing kitchen cabinets.
- Repair or replacing broken glass in a window or replacing an existing window of the same size. **Adding windows, changing the size or location of a window or any work that will impact the window framing will require a permit.**
- Reinstalling or replacing an existing door. **Any change to the size, location, or work that will impact the framing will require a permit.**
- Installation of gutters.
- Reattaching/replacing one (1) square of shingles (lsq. of shingles = l00sq.ft.) (shingles must match existing shingles).
- Repairing fascia, soffit, shutters or patching in small amounts of siding (100sq.ft. or less). **Installation of siding over 100 sq.ft. on an entire building will require a permit.**
- Repair of existing stairs or installing handrails. **However, repair, replacement, or new installation of guardrails does require a permit and replacement of stairs does require a permit.**
- Installation, repair or demolition of a shed that is 120 square feet or less. **However, installation or relocating a shed that is 120 square feet or less will require a Zoning Clearance.**
- Repair of an existing fence, however, **new installation or moving fence posts will require a Zoning Clearance.**

Building & Code Enforcement
229 S. Second St.
Elkhart, IN 46516
574-294-5471

Basic Property Maintenance

Structures - All houses and buildings shall be maintained in good repair, exterior and interior, according to the property maintenance code. All dwellings units must be equipped with smoke detectors according to code.

Permit Required - A permit and/or zoning clearance must be obtained before beginning new construction, additions, alterations, demolitions, fences, pools, sheds and repairs. Please contact the Permit Center at 574-294-5471 with any questions or permit requirements.

Address Numbers - Each structure required to have a street address number assigned shall have it displayed in a position easily observed and readable from the public right-of-way. All numbers shall be at least three or four inches high and have a minimum stroke width of half inch.

Trash & Debris - Trash, junk, and household items shall not be stored outside, in the yard, or on open porches. Any furniture placed outdoors must be originally designed or manufactured solely for outdoor use and be in good condition.

High Grass & Weeds - Grass, weeds, and rank vegetation are to be kept under eight (8) inches in height.

Parking - The Zoning Ordinance prohibits parking of vehicles in front, side, and rear yards on an unpaved surface.

Trash Collection - Garbage must be placed in the container provided by the city. Between 5:00 p.m. the night before pickup and 6:00 a.m. the day of pickup, closed trash containers must be placed within three feet of the curb. Emptied containers must be returned to their place of storage at the rear of the property by 8:00 p.m. on collection day. Additional trash will not be picked up unless properly bagged and tagged. For information on where to purchase excess garbage tags, call Borden Waste Away Service at 574-293-5001.

Large Items - Each dwelling unit is allowed free pick up of two large items per month. Call Borden Waste-Away to make arrangements. Once the item has been scheduled for pick up, it can be placed at the curb between 5:00 p.m. the night before pickup and 6:00 a.m. the day of pickup. Please make appliances safe by removing doors.

Household Hazardous Waste - Do not include hazardous waste in your trash. These items must be disposed of at the monthly drop-off days. These are held on the first Saturday of every month from 8:00 a.m. to 3:00 p.m. at the Elkhart County Correctional Facility.

Recycling - City residents have several recycling options. Residents interested in a larger receptacle can receive a 48 or 96-gallon recycling bin from Borden Waste– Away at no charge. Residents interested in a smaller receptacle can obtain up to two free recycle bins from the Elkhart Street Department located at 2421 S. 17th St. Recyclables are collected on the same day as garbage collection.

Tires - Do not place tires with your trash, outside, or by the alley. They can be stored inside or disposed of at the Elkhart County Landfill, located at 59530 CR 7, for a nominal fee.

Brush and Limbs - Stack branches and brush at the curb, but not extending into the street, on the same day as your garbage pickup. Piles must be less than four feet high, eight feet long and four feet wide, and branches must be less than four inches in diameter. Debris or treated lumber should not be mixed into brush piles. For more details, call the Forestry Division at 574-970-0542.

Yard Waste and Leaf Collection - You may include bagged grass clippings in with your trash or compost them along with other yard waste on your property; call the Environmental Center at 293-5070 for composting information. You may also dispose of them by taking them to the Elkhart County Landfill . The city's leaf pickup program operates from mid-October to mid-November and again from mid-April to mid- May. Leaves should be raked to the curb, but not extending into the street. For information, call the Street Department at 574-293-5518.

Electronics & Styrofoam– These items can be dropped off quarterly at Recycling Works located at 605 Mason St.

Building & Code Enforcement
229 S. Second St.
Elkhart, IN 46516
574-294-5471

Mantenimiento Básico de Propiedad

Estructuras - Todas las casas y edificios deben mantenerse en buen estado, tanto exteriors como interior, de acuerdo con el código de mantenimiento de propiedad. Todas las unidades de vivienda deben estar equipadas con detectors de humo de acuerdo con el código.

Permiso requerido– Se debe obtener un permiso y / o autorización de zonificación antes de comenzar una nueva construcción, adiciones, modificaciones, demoliciones, cercas, piscinas, cobertizos y reparaciones. Comuníquese con el Centro de Permisos al 574-294-5471 con cualquier pregunta o requisito de permiso.

Números de dirección– Cada estructura se le debe asignar un número de dirección de calle debe mostrarse en una posición fácilmente observable y legible desde el derecho de paso público. Todos los números deben tener al menos tres o cuatro pulgadas de alto y tener un ancho mínimo de trazo de media pulgada.

Basura y escombros– La basura, chatarra y los artículos del hogar no deben almacenarse afuera, en la yarda o en los porches abiertos. Cualquier mueble colocado al aire libre debe estar originalmente diseñado o fabricado únicamente para uso exterior y estar en buenas condiciones.

Hierba alta y malezas– La hierba, las malezas y la vegetación de rango deben mantenerse a menos de ocho (8) pulgadas de altura.

Estacionamiento– La ordenanza de zonificación prohíbe el estacionamiento de vehículos en yardas delanteros, laterales y traseros en una superficie sin pavimentar.

Recolección de basura– La basura debe colocarse en el contenedor provisto por la ciudad. Entre las 5:00 p.m. la noche anterior a la recolección y las 6:00 a.m. del día de la recolección, los contenedores de basura cerrados deben colocarse a menos de tres pies de la acera. Los contenedores vacíos deben devolverse a su lugar de almacenamiento en la parte trasera de la propiedad antes de las 8:00 p.m. en el día de recolección. La basura adicional no se recogerá a menos que esté debidamente empacada y etiquetada. Para obtener información sobre dónde comprar el exceso de etiquetas de basura, llame al Servicio Borden Waste Away al 574-293-5001.

Artículos grandes– Cada unidad de vivienda se le puede recoger gratis dos artículos grandes por mes. Llame a Borden Waste-Away para hacer arreglos. Una vez que el artículo ha sido programado para ser recogido, se puede colocar en la acera entre las 5:00 p.m. la noche antes de la recogida y las 6:00 a.m. del día de la recogida. Haga que los electrodomésticos sean seguros quitando las puertas.

Residuos peligrosos del hogar– No incluya residuos peligrosos en la basura. Estos artículos deben desecharse en los días de devolución mensuales. Estos se llevan a cabo el primer sábado de cada mes de 8:00 a.m. a 3:00 p.m. en las instalaciones correccionales del condado de Elkhart.

Reciclaje– Los residentes de la ciudad tienen varias opciones de reciclaje. Los residentes interesados en un recipiente más grande pueden recibir una recipiente de reciclaje de 48 o 96 galones de Borden Waste– Away sin cargo. Los residentes interesados en un recipiente más pequeño pueden obtener hasta dos recipientes de reciclaje gratuitos en el Departamento de la calle Elkhart ubicado en 2421 S. 17th St. Los reciclables se recolectan el mismo día de la recolección de basura.

Neumáticos: No coloque neumáticos con la basura, afuera o en el callejón. Se pueden almacenar dentro o desechar en el vertedero del condado de Elkhart, ubicado en 59530 CR 7, por una tarifa nominal.

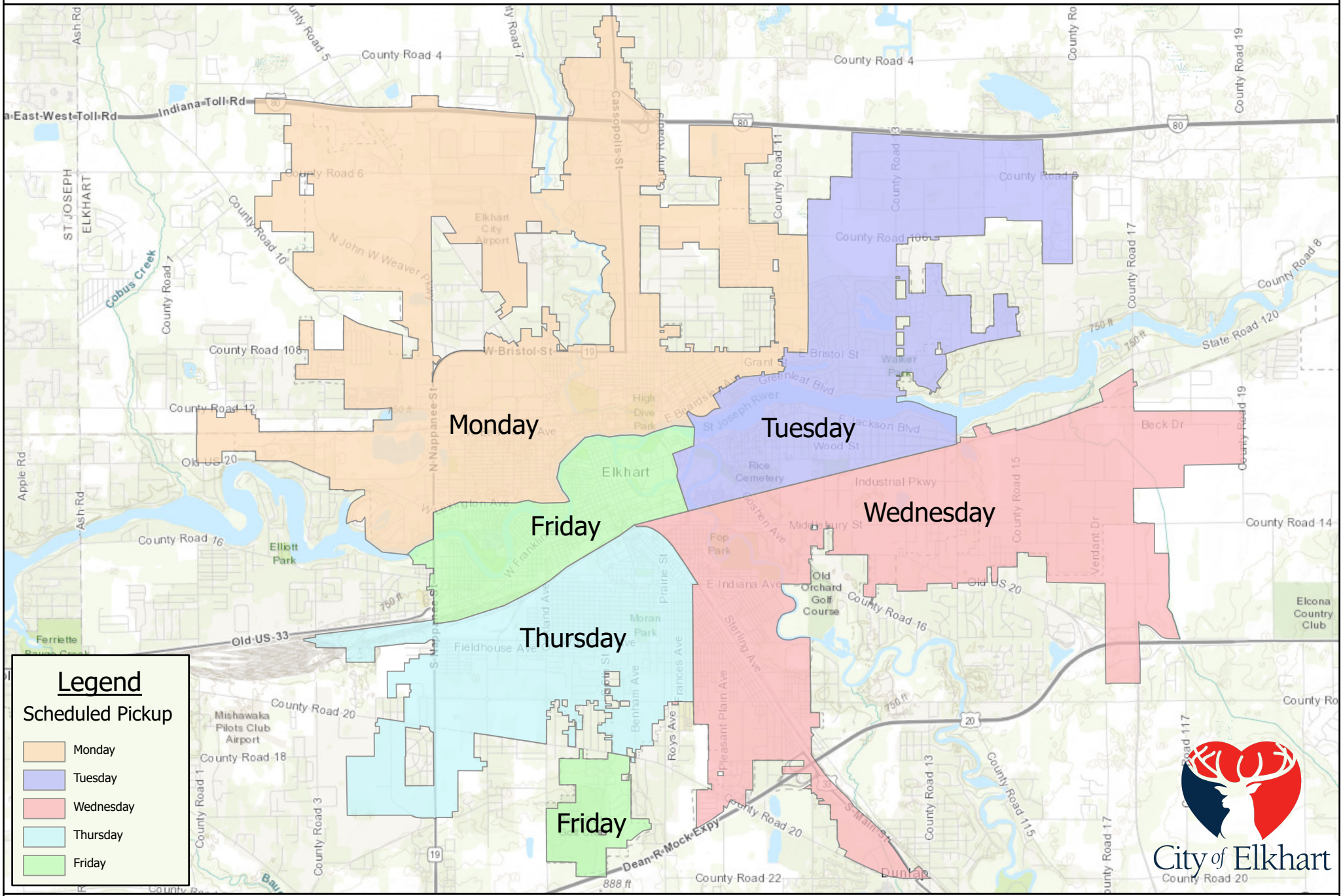
Cepillo y extremidades– Apile las ramas y cepíllelas en la acera, pero sin extenderse a la calle, el mismo día de su recolección de basura. Las pilas deben tener menos de cuatro pies de alto, ocho pies de largo y cuatro pies de ancho, y las ramas deben tener menos de cuatro pulgadas de diámetro. Los escombros o la madera tratada no deben mezclarse en pilas de cepillos. Para más detalles, llame a la División Forestal al 574-970-0542.

www.shutterstock.com • 383103565

Recolección de desperdicios de jardín y hojas– Puede incluir recortes de césped en bolsas con la basura o abonarlos junto con otros desperdicios de jardín en su propiedad; llame al Centro Ambiental al 574-293-5070 para obtener información sobre compostaje. También puede deshacerse de ellos llevándolos al vertedero del condado de Elkhart. El programa de recolección de hojas de la ciudad opera desde mediados de octubre hasta mediados de noviembre y nuevamente desde mediados de abril hasta mediados de mayo. Las hojas deben rastrillarse hasta la acera, pero sin extenderse a la calle. Para obtener información, llame al Departamento de la calle al 574-293-5518.

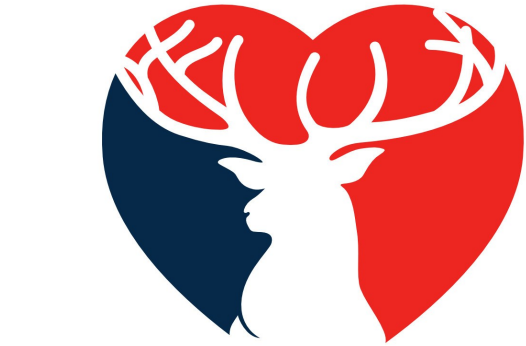
Electrónica y espuma de poliestireno– Estos artículos se pueden dejar trimestralmente en Recycling Works ubicado en 605 Mason St.

Trash and Recycling Pickup Schedule



Disclaimer

The graphic data provided by the City of Elkhart, Indiana ("City") herein may be inaccurate or out of date. Any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk. Neither the City, or its boards, commissions, officials or employees guaranty the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and all warranties of merchantability and fitness for a particular purpose are hereby disclaimed. Portions of this material include intellectual property of Elkhart County, Indiana and are used herein by permission. Information shown on any map or other data provided is not warranted for accuracy or merchantability by Elkhart County. The City reserves the right to alter, amend or terminate at any time the display of these maps and records.



Elkhart Municipal Building

229 S. Second St.

Elkhart, IN 46516

574-294-5471

www.elkhartindiana.org