

## CITY SERVICES

### **SANITATION SERVICES FOR RESIDENTIAL CUSTOMERS**

**Items must be placed out for pick up by 6:00 a.m. on Monday or after 6:00 p.m. Sunday night prior to pick up.**

**All polycarts should be placed in the alley with the lid facing the alley. Residences without alley access should place polycarts at the street, also with the lids facing the street. Polycarts should be placed at least a foot and a half from each other and not close to mailboxes, fences or anything that could obstruct the mechanical arm on the truck used for dumping the polycarts.**

**GARBAGE/TRASH** must be in the Trash Polycarts. Excess Garbage/Trash may be placed in trash cans or plastic bags and set next to the Trash Polycart.

**RECYCABLES** must in the Recycle Polycarts. Excess Recyclables may be placed in a separate container and placed next to the Recycle Polycart. Recyclables do not need to be separated. A list of what can be recycled is available at the Treasurer's Office.

**BULK TRASH/CLEAN UP ITEMS** will be picked up in the same location as trash. Examples of Bulk Trash/Clean Up Items:

- Appliances
- Refrigerators must be certified and tagged as Freon free.
- Carpeting must be cut into 3' sections.
- Furniture

**YARD WASTE is picked up on the first Monday in April and goes through the last Monday in November.** Yard Waste consists of grass clippings, leaves, twigs and small branches. Branches must be no larger than three inches in diameter and no

longer than four feet in length. Branches must be tied in bundles weighing no more than fifty pounds per each. A maximum of four bundles can be placed out each week. Leaves, grass clippings and twigs may be placed out for pick up in brown paper bags, card board boxes or in a separate trash container clearly marked "Yard Waste". Yard Waste containers shall not weigh more than fifty pounds per container. Yard Waste bags are available in the Treasurer's Office (current price 5 bags for \$2.25) Stickers to designate a container for "Yard Waste" are also available in the Treasurer's Office at no cost. **Yard Waste will not be taken in Plastic Bags.** Yard Waste pick up is in the same location as Trash.

### **CONTACT**

If any of the above items were placed out for pick up at the proper date, time and in the appropriate containers and pick up did not occur, please call the Treasurer's Office as soon as possible. Any questions or concerns should be directed to the Treasurer's Office at 231-592-4025.

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### **INCOME TAX**

The City of Big Rapids has a local income tax. The Income Tax Ordinance applies to those conducting businesses in the City and those working in the City. For further information, please contact the Income Tax Office at 231-592-4012.

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### **OTHER CONTACTS**

- Assessing Office – 231-592-4030
- Clerk's Office – 231-592-4000
- Community Library – 231-796-5234
- Community Pool – 231-796-7798
- Dial-A-Ride – 231-796-8675
- Recreation Department – 231-592-4038
- Roben Hood Airport – 231-796-5600
- Treasurer's Office – 231-592-4010
- Public Safety – Non-emergency; 231-527-0005
- Water/Sewer/Sanitation Billing; 231-592-4005

## CITY SERVICES

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### WATER OR SEWER PROBLEMS

If you experience water or sewer problems, please contact the Public Works Office at 231-592-4015. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. After hours, weekend, or holiday, please contact Central Dispatch at 231-796-4811 and they will contact the City. Please do not call 911.

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### PERMITS

The following permits are required and available free of charge at the Public Works Office at 231-592-4015:

#### Public Works Department

- New/replacement water services
- New/replacement sewer services
- New/replacement sidewalk or driveway; footings must be approved by Engineering Department.

#### State of Michigan, MDOT

- Curb cuts on State Highway. This permit is issued by MDOT. The Public Works Office will assist you with this permit.
  - Banners-Organizations wishing to place a banner on the pedestrian bridge should contact the Public Works Office for the Application. This permit is issued by MDOT. You must have a permit to hang a banner.
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**PLANTING** within public rights of way (between the sidewalk and the curb) is controlled by the City. If residents have questions regarding planting trees and other plant materials they should contact the Public Works Office at 231-592-4015.

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### PARK PAVILION RESERVATIONS

Reservations of City parks, the Band Shell, Hemlock Park Pavilion, Northend Riverside Park I and Northend Riverside Park II, are made through the Public Works Office at 231-592-4015.

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### OVERNIGHT WINTER PARKING

In order to permit the City to properly remove all snow and ice from streets during the winter months, no person shall park a vehicle on any city street from **November 15<sup>th</sup> through March 15<sup>th</sup>** between the hours of 2:00 a.m. and 6:00 a.m. Vehicles parked in violation may be ticketed and/or impounded by the Police.

### SIDEWALK SNOW REMOVAL

Although the City attempts to plow all sidewalks after a snowfall, it is the responsibility of the property owner/occupant to remove the snow and ice.

The occupant of any premises, or the owner of any unoccupied premises, is required to keep the sidewalks in front of, or adjacent to such premises cleared, so far as is practical and reasonable, from snow /ice to facilitate pedestrian use.

Accumulation of snow/ice shall be cleared within 12 hours.

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### NEIGHBORHOOD SERVICES

Questions/concerns regarding rental inspections and rental permits should be directed to the Neighborhood Services Department at 231-592-4036.

Questions/concerns regarding blight conditions and unkempt lawns/property, should be directed to the Neighborhood Service Department at 231-592-4057.

City Planning and Zoning – 231-592-4035.

Building permits for the City are issued by Mecosta County General Services at 14485 Northland Drive, Big Rapids. Telephone 231-592-0105.

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# Recycling Guide



Updated January 2015

**Cardboard**



flatten boxes; remove large staples & plastic wrap; tape & labels are OK; must be clean; DO NOT bundle or tie together

**Paperboard**



flatten; no plastic-coated paperboard that held liquid (e.g. milk cartons)

**Newspaper & Phonebooks**



remove plastic strapping, rubber bands & plastic bags

**Magazines & Catalogs**



remove from plastic bags

**Mail & Office Paper**



put shredded paper in clear plastic bag; staples are OK; plastic windows in envelopes are OK

**1 thru 7 Plastic Bottles, Jugs & Tubs**



must be stamped 1-7; **NO STYROFOAM**; wash clean; labels are OK; throw away caps & lids

**2 & 4 Plastic Shopping Bags**



must be empty, clean & dry; must be stamped 2 or 4

**Shredded paper should be the only thing in a bag!**

**Public Residential Recycling Station**

Open to all Mecosta Co. Residents

**Metal Cans & Foil**



wash clean; labels are OK; aerosol cans must be empty - throw away cap & nozzle

**Glass Bottles & Jars**



clear & colored food or beverage glass; wash clean; remove lids & recycle (if metal); labels are OK

Recycle of Mecosta County  
424 N. 4th Street  
Big Rapids, MI 49307  
(231) 796-9872

Hours:  
Monday 9:00am - 11:00am  
Thursday 3:00pm - 5:30pm  
Saturday 9:00am - 1:00pm

**Do Not Put These Items in the Recycling Bin:**

- large plastics and plastics without recycle symbol: pool covers, tarps, pools, toys, zip-top bags, cling wrap
- \*electronics
- plastic caps & lids
- \*Styrofoam (plates, cups, take-out boxes, egg cartons, packing material)
- \*needles & medical waste
- \*batteries
- \*scrap metal
- tools, screws & hardware
- \*propane & helium tanks
- \*paint cans
- pots, pans & silverware
- string lights, chains, ropes
- dishes, paper plates & napkins
- windows, doors & mirrors, ceramics
- paper cartons & juice boxes
- label & sticker paper; photographs
- plastic-coated or waxy paper
- spiral-bound notebooks
- \*books
- pet food bags
- glitter, ribbon or bows
- wrapping paper & tissue paper
- greasy or dirty paper
- hazardous substance containers (antifreeze, motor oil, etc.)

Have questions about what's acceptable or how to prepare it?  
Have something you want to dispose of but are not sure how?

Call (231) 592-4010  
City Of Big Rapids, MI