

*****ECRWSEDDM*****
POSTAL CUSTOMER



PUBLIC WORKS GUIDE



Your Guide to Appleton Public Works Services

September 2019 – September 2020

Vol. 1

Welcome to the new Public Works Guide! This new publication will be mailed annually to provide you important information regarding services provided by the Department of Public Works. This guide is meant to supplement the City Guide you recently received. Visit us at www.appleton.org

 facebook.com/appletonDPW  twitter.com/appleton DPW

Did you know that your garbage, recycling and leaf/yard waste collection dates can be found at www.appleton.org click on "My Property Info"

Operations & Traffic
2625 E. Glendale Ave.
(920) 832-5580

Engineering, Parking
& Inspections
100 N. Appleton Street
(920) 832-6474

Mon. – Fri.
8:00 am to 4:30 pm
(closed on City holidays)



TERRACE TREES

Public Works plants and maintains all trees on the terrace. When planting a new tree, several factors are considered such as terrace width, location of utilities, other tree species in the neighborhood and general growing conditions. As the tree continues to grow, we maintain the tree by evaluating it for disease & pest problems, provide proper pruning, and keep a detailed database of our urban forest. If you would like a tree in your neighborhood, give us a call today!



AquaHawk Alerting is a **FREE** service for City of Appleton customers that will allow you to monitor your water usage and receive alerts. It's easy! Register today at <https://www.appleton.org/residents/water/customer-portal>.

BENEFITS

- ◆ Know about leaks before they cause costly damage!
- ◆ See exactly how much water your family is using.
- ◆ Set usage thresholds, to avoid being surprised by a high bill.
- ◆ Access your account from any internet connected device – your smartphone, laptop, or desk computer.
- ◆ Opt-in services lets you choose how you want to be contacted – e-mail, text or phone.

NEW
SERVICE

GARBAGE

- **GARBAGE PICK UP** is done weekly from City-supplied garbage carts.



- Place your City garbage cart out for pick up the night before your scheduled day (between 5 p.m. and 3 a.m.).
- The handle of the garbage cart should face your house.
- Place your cart five-feet from other objects on the terrace such as other garbage or recycling carts, mailboxes, trees, etc. for garbage truck arms to grab the cart.
- Do not park vehicles in front of or near carts.
- Never place a cart in the road. This is a safety concern and in winter does not allow plows to clear snow close to the curb. Do not place carts on snow banks. Instead, place the cart on your driveway apron or clear an area on your terrace to allow crews access to your cart.
- Any bags that cause the lid not to close on City garbage carts are extra garbage. See the next section for details.
- Return the cart to its storage area by midnight the day of pick up.
- Please use plastic bags for items inside City garbage carts.
- Check www.appleton.org "My Property Info" for garbage and recycling pick up days specific to your address.

If your garbage cart is too small, too large, or needs repair, the property owner should call 920-832-5580.

- **EXTRA GARBAGE BAGS** – Because garbage cart charges are based on volume, bagged garbage or trash that doesn't fit in the cart must be marked with a prepaid disposal sticker. Bags should weigh less than 45 pounds.
 - Unlimited bags of extra household garbage are picked up each week with a \$4 per bag disposal sticker.
 - **Put extra bags approximately five feet from garbage carts.**
 - The disposal sticker should be attached to bags and be visible to drivers.

- **SPECIAL GARBAGE PICK UP** – If you are moving or just cleaning out, you may request a special prepaid pick up for \$75. For details, call 920-832-5580.

- **GARBAGE CART FEES** - Garbage carts are available in three different sizes to fit individual household needs. Charges are included on your quarterly City Service Invoice (i.e. Water Bill).
 - 90-gallon cart is \$1.50 per week – holds 6 bags
 - 60-gallon cart is \$1.00 per week – holds 4 bags
 - 35-gallon cart – charges begin 1/1/20 - \$0.50 per week – holds 2 bags

FREE LARGE ITEM PICK UP IS BIWEEKLY

For all Residential Properties

On your regular garbage day.

Opposite your recycling week.

(This does not include extra bags of garbage)

- **FREE LARGE ITEMS** that are too large to fit into City-supplied garbage carts include such things as:
 - Chairs, couches, mattresses, carpet (tie and bundle, no longer than four-foot, not to exceed 45 lbs.), lumber (pound nails in or remove, tie and bundle, no longer than four-foot, not to exceed 45 lbs.), furniture, bikes, lawnmowers (gas/oil removed), grills (propane tanks removed), toilets, etc.
 - Appliances, garbage bags and tires always require a prepaid disposal sticker.
 - When placing these items out for pick up, the items should be placed approximately five-feet away from the automated cart and not lean against it.
 - **Items NOT picked up:** boxes (recyclables), garbage bags (without stickers), hazardous waste, yard waste, concrete, shingles and electronics (see Electronics section on the following page).

Recycling is picked up according to the usual schedule and is not part of this collection. One truck will come for the City-supplied garbage carts and another truck for the large items. Visit www.appleton.org "My Property Info" for garbage and recycling pick up days specific to your address.

- **MAJOR APPLIANCES** require a disposal tag. **Pick up is on or after your garbage day.** Place out the night before.
 - **Tags for freon appliances are \$25 and are needed for:** refrigerators and freezers (remove doors), air conditioners and dehumidifiers.
 - **Tags for non-freon appliances are \$20 and are needed for:** stoves, ovens, dishwashers, washing machines, clothes dryers, furnaces, water heaters, microwave ovens, and other major appliances.

The disposal charge is reduced when appliances are brought to the Glendale Yard Waste site located at 2625 E. Glendale Ave. See Yard Waste Site information for drop-off fee information.

- **APPLIANCE TAGS, GRASS PUNCH TICKETS and DISPOSAL STICKERS** are available at the following locations:
 - All Appleton Fire Stations:
 - #1**-700 N. Drew St.
 - #2**-1801 S. Matthias St.
 - #3**-801 W. Grove St.
 - City Hall Cashier
 - Public Works (OPS Div)
 - Valley Transit
 - Ace Hardware
 - Kitz & Pfeil Hardware
 - Van's Northside Hardware
 - #4**-724 E. Greenfield St.
 - #5**-1701 W. Brewster St.
 - #6**-4930 N. Lightning Dr.
 - 100 N. Appleton St.
 - 2625 E. Glendale Ave.
 - 801 S. Whitman Ave.
 - 500 E. Northland Ave.
 - 1919 E. Calumet St.
 - 1415 N. Richmond St.

- **ELECTRONICS** – The following electronics must be recycled and will not be picked up with regular garbage per Wisconsin state law: computers, monitors, TVs, laptops, printers, copiers, fax machines, DVD and VCR players, other video display devices, keyboards and mice, speakers and cell phones.

Many electronic items contain harmful materials including lead, mercury, cadmium, chromium, other heavy metals and chemical flame retardants. These harmful materials can leak into the environment where they can affect human and environmental health. Many of these electronic items also contain valuable reusable materials. For a list of E-Waste collectors and recyclers, visit the WI DNR website at <https://dnr.wi.gov/topic/ecycle/>

- **FLUORESCENT BULBS** – All fluorescent bulbs, including compact fluorescent bulbs (CFLs), contain small amounts of mercury. Tube type fluorescent bulbs and CFLs may be brought to Outagamie County Recycling & Solid Waste for a fee. For more information visit www.RecycleMoreOutagamie.org.

- **TIRES** - 18" in diameter or less are picked up curbside on your regular garbage day. **A prepaid disposal tag is required.**

- Tire tags cost \$5 each.
- There is a limit of four (4) tires per household.
- Tires can also be brought to the Glendale Avenue Yard Waste Site. Fees and limits apply.

YARD SITE FREE TIRE WEEKENDS

One free weekend in April
One free weekend in September



Specific dates will be announced in March and August

Tires can be brought to the Glendale or Whitman yard sites at no charge on these weekends. Tire size of 18" or less and 4 tires per household will be accepted (rims included).

- **CARPET** is picked up curbside on your regular garbage day during free large item weeks.

- Cut carpet into four-foot strips and roll up.
- Rolls should weigh less than 45 pounds.
- Tie or tape rolls.

Carpeting removed by a contractor should be disposed of by the contractor. If you are unable to meet the restrictions for placing items curbside, they can be taken to Outagamie County Recycling & Solid Waste or the Glendale Yard Waste Site, for a fee.

- **LUMBER** is picked up curbside on your regular garbage day during free large item weeks.

- Cut lumber into four-foot lengths.
- Bundle items to weigh less than 45 pounds.
- Pound in or remove any nails or large staples.

If you are unable to meet the restrictions for placing items curbside, they can be taken to Outagamie County Recycling & Solid Waste or the Glendale Yard Waste Site for a fee.

- **CONSTRUCTION MATERIALS** generated by a contractor should be disposed of by the contractor. Work done by the homeowner may be set out curbside in compliance with specifications for large item materials. You can also take materials to Outagamie County Recycling & Solid Waste or the Glendale Yard Waste Site for a fee.

- **GRASS CLIPPINGS** are **not** picked up curbside. They may be taken to the Glendale Avenue or the Whitman Avenue drop-off sites. Drop-off fees are \$4/bag or \$40/punch card-10 punches.

- **HOUSEHOLD HAZARDOUS WASTE** – Some types of waste are too hazardous for landfills and require special disposal. Hazardous wastes include: pesticides, herbicides, poisons, acid, lead and oil-based paints, automotive and rechargeable batteries, mercury and some cleaning materials. This program is limited to households only and is held on select dates May through October. For dates, times or to schedule an appt., call 920-832-5277 or visit www.RecycleMoreOutagamie.org. If you are unable to attend, you may take your hazardous waste directly to the Brown County Hazardous Waste Facility free of charge. Visit www.BrownCountyRecycling.org or call 920-492-4950.

- **PAINT** – To dispose of latex paint, please consider giving usable paint to friends, neighbors, theater groups or housing assistance organizations. If you must dispose of latex paint, please follow these directions:

- **For small amounts:** Remove the lid and let dry in the can. Occasionally stir the paint.
- **For larger amounts:** Line a cardboard box with a plastic trash bag. Layer an absorbent material (kitty litter, sawdust, shredded newspaper) on bottom, pour a layer of paint and repeat as necessary. Once dry, dispose of the trash bag and dry, empty paint cans in your regular trash.
- Any oil- or lead-based paints should be taken to a hazardous waste collection.

- **WASTE OIL, FILTERS AND ABSORBENTS** – These items must be recycled. Visit www.RecycleMoreOutagamie.org or call Outagamie County Recycling & Solid Waste at 920-832-5277.

- **MEDICAL SHARPS DISPOSAL** – Wisconsin law requires all citizens to safely manage needles, lancets and syringes. **It is illegal to put sharps in the trash or with recyclables.** Used and unused sharps must be placed in an acceptable container and taken to a registered collection facility such as ThedaCare Regional Medical Center-Neenah, Roundy's Pharmacy locations or Appleton Hometown Pharmacy. Visit www.dnr.wi.gov for more locations in the Fox Cities.



- **PRESCRIPTION DRUGS & OTHER MEDICINES** may be disposed of at the Appleton Police Department lobby at 222 S. Walnut Street or Walgreens Pharmacy at 729 W. Northland Ave. Place pills into sandwich sized, sealable bags. Keep all liquids, creams and powders in original containers. Visit www.RecycleMoreOutagamie.org for more information.

RECYCLING

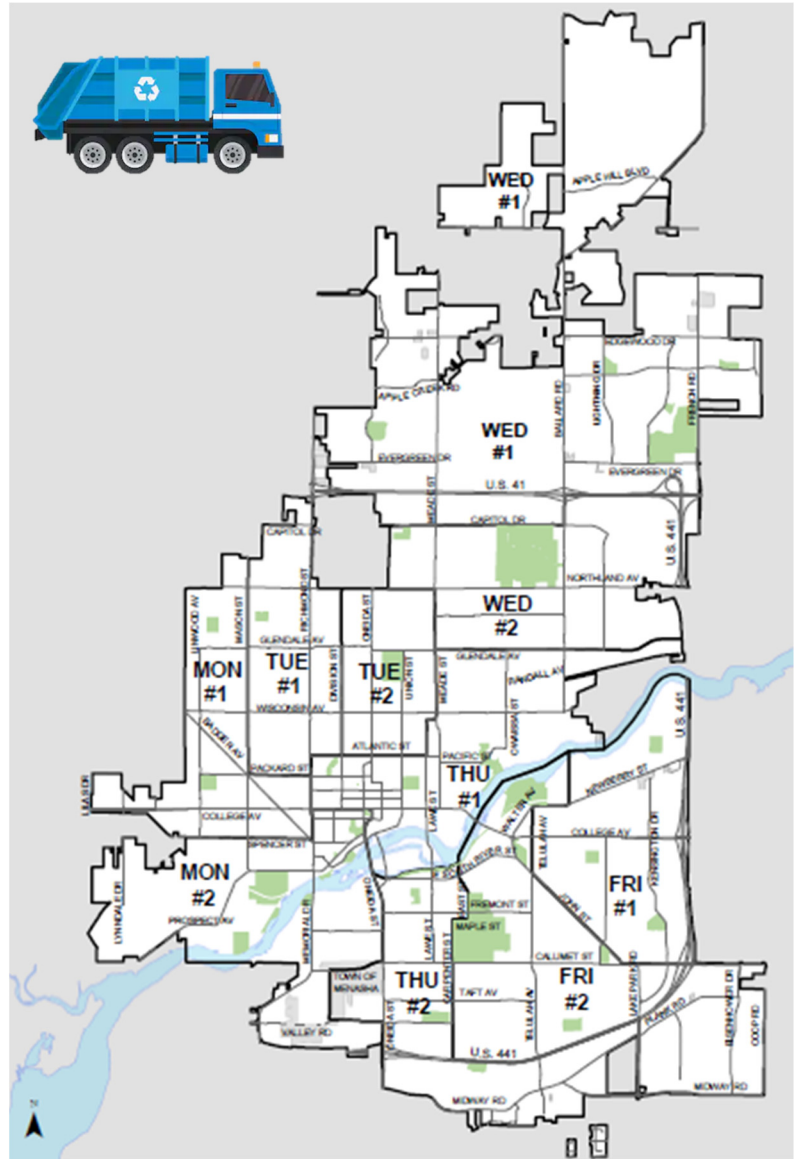
Recycling is collected every other week on the day of your regular garbage collection. The map shows regular pick up days and designates recycling collection in areas #1 and #2. If your recycling day falls on a ***holiday week**, use the Holiday Pick up Schedule on the next page.

AREA #1

Oct 14-18	Apr 13-17
Oct 28-Nov 1	Apr 27-May 1
Nov 11-15	May 11-15
*Nov 25-29	*May 25-29
Dec 9-13	June 8-12
*Dec 23-27	June 22-26
Jan 6-10	July 6-10
Jan 20-24	July 20-24
Feb 3-7	Aug 3-7
Feb 17-21	Aug 17-21
Mar 2-6	Aug 31-Sep 4
Mar 16-20	Sep 14-18
Mar 30-Apr 3	Sep 28-Oct 2

AREA #2

Oct 7-11	Apr 6-10
Oct 21-25	Apr 20-24
Nov 4-8	May 4-8
Nov 18-22	May 18-22
Dec 2-6	June 1-5
Dec 16-20	June 15-19
*Dec 30-Jan 3	*June 29-July 3
Jan 13-17	July 13-17
Jan 27-31	July 27-31
Feb 10-14	Aug 10-14
Feb 24-28	Aug 24-28
Mar 9-13	*Sep 7-11
Mar 23-27	Sep 21-25
	Oct 5-9



For recycling pick up concerns - please contact Orion Waste Solutions at [920-759-0501](tel:920-759-0501) or 1-888-759-0501. **For recycling questions**, contact Outagamie County Recycling & Solid Waste at 920-832-5277, visit www.RecycleMoreOutagamie.org or email at recycle@outagamie.org.

CHRISTMAS TREE COLLECTION

Trees will be collected curbside on the regular garbage day during the week of **January 13-17, 2020**. In case of bad weather, crews may be needed for snow and ice control. Collection of trees will then be extended into the following week as needed, until skipped areas have been collected. If your tree becomes buried with snow, please assist operations by unburying it. After that, trees must be brought to the Glendale Yard Waste Site located at 2625 E. Glendale Ave (open Friday, Saturday, Sunday and Monday from 9:00 a.m. to 4:45 p.m.), or removed from the curb until the brush collection in spring. **Please remove plastic tree bags and lights.**



TREE FOR A TREE

Bring Christmas trees to the Glendale Yard Waste Site at 2625 E. Glendale Ave during open hours within the scheduled weeks to participate in Appleton's Annual "Tree for a Tree" program:

January 3 – January 27, 2020
Fri, Sat, Sun & Mon 9:00 a.m. – 4:45 p.m.

Participation is limited to City of Appleton residents. One coupon, redeemable in April for a white spruce seedling, will be issued for each tree brought to the site.

There is no limit

RECYCLE! IN WISCONSIN IT'S THE LAW

Outagamie County Recycling & Solid Waste contracts with a private hauler to provide curbside collection for households within the county, including all of Appleton. Recycling is picked up every other week on your regular garbage day. All items should be placed inside the City-supplied recycling cart for automated curbside pick up according to the schedule. Do not use plastic bags.



Recyclable items include: soda, water and other drink bottles; food and household bottles, jars and jugs; dairy containers and lids; produce, bakery and deli containers; newspaper and inserts; cardboard, cereal and cracker boxes; junk mail, office paper, phonebooks, books, magazines and catalogs; milk, juice and soup type cartons; aluminum bottles and cans; steel, tin and bi-metal cans; empty aerosol cans; food and beverage glass bottles and jars. Rinse containers.

DO NOT RECYCLE: plastic bags, wrap or film (take to a local store drop-off); motor oil bottles; Styrofoam™; paper contaminated by food or grease; tissue; gift wrap; aluminum pans or foil (take to a local scrap metal dealer); ceramics, dishes or windows; empty paint cans.

How to place recycling at the curb:

- Empty and rinse all bottles and containers. Place all recyclable materials in the provided cart.
- There is no need to separate recyclable materials.
- **Do not** place recyclables in plastic bags and **do not** place garbage in your recycling bin.
- Cardboard boxes should be flattened and cut to no larger than 2' x 2' pieces.
- Because garbage and recycling are picked up by separate trucks, please keep your recycling cart five feet away from obstructions such as your garbage cart, mailbox, utility poles, trees and parked cars. If possible, put garbage and recycling on opposite sides of the driveway.
- Be sure to have recyclables curbside the night BEFORE your pick up day (pick up begins at 3:30 a.m.).
- All recyclables must fit into your cart with the lid closed. For extra recyclables, you may:
 - Save for a future pick up day;
 - Ask a neighbor if they have extra room in their cart;
 - Bring to the free County drop off site located at 1919 Holland Road (920-832-5277), Monday through Friday, 7:00 a.m. to 3:30 p.m. and Saturdays, 7:00 a.m. to 12:00 p.m.

HELP KEEP OUR STREETS CLEAN

All of our storm sewers flow into the Fox River. This means that anything placed or left in the street will end up in our waterways. A cleaner street results in a cleaner river, cleaner lakes and ultimately a cleaner drinking water source. Washing a car, blowing grass into the street, leaving trash or animal droppings behind, allowing gas, oil or antifreeze to enter the street will ALL have long lasting pollution effects. Please help keep our waterways clean by reducing the thousands of tons of debris our street sweepers remove from the streets each year. Do not place any yard waste in the street except for during the Fall leaf collection, when we will be arriving in a few days to remove the piles.

HOLIDAY PICK UP SCHEDULE RESIDENTIAL GARBAGE & RECYCLING		
Your Holiday Recycling pick up may not be on the same day as the Holiday Garbage pick up. Holiday pick up times may be earlier or later than your normal time. Check the map on the previous page for your regular recycle pick up dates. Only areas scheduled to be collected are affected by the holiday.		
IF YOUR REGULAR PICK UP DATE IS...	THEN YOUR GARBAGE DATE IS...	THEN YOUR RECYCLING DATE IS...
THANKSGIVING 2019 – recycling area #1		
Thur, Nov 28	Wed, Nov 27	Fri, Nov 29
Fri, Nov 29	Mon, Dec 2	Sat, Nov 30
CHRISTMAS 2019 – recycling area #1		
Mon, Dec 23	Mon, Dec 23	Mon, Dec 23
Tues, Dec 24	Thur, Dec 26	Tues, Dec 24
Wed, Dec 25	Thur, Dec 26	Thur, Dec 26
Thur, Dec 26	Fri, Dec 27	Fri, Dec 27
Fri, Dec 27	Fri, Dec 27	Sat, Dec 28
NEW YEARS 2020 – recycling area #2		
Mon, Dec 30	Mon, Dec 30	Mon, Dec 30
Tues, Dec 31	Tues, Dec 31	Tues, Dec 31
Wed, Jan 1	Thur, Jan 2	Thur, Jan 2
Thur, Jan 2	Thur, Jan 2	Fri, Jan 3
Fri, Jan 3	Fri, Jan 3	Sat, Jan 4
EASTER 2020 – No change to regular schedule		
MEMORIAL DAY 2020 – recycling area #1		
Mon, May 25	Tues, May 26	Tues, May 26
Tues, May 26	Tues, May 26	Wed, May 27
Wed, May 27	Wed, May 27	Thur, May 28
Thur, May 28	Thur, May 28	Fri, May 29
Fri, May 29	Fri, May 29	Sat, May 30
INDEPENDENCE DAY 2020 – recycling area #2		
Fri, July 3	Mon, July 6	Fri, July 3
LABOR DAY 2020 – recycling area #2		
Mon, Sept 7	Tues, Sept 8	Tues, Sept 8
Tues, Sept 8	Tues, Sept 8	Wed, Sept 9
Wed, Sept 9	Wed, Sept 9	Thur, Sept 10
Thur, Sept 10	Thur, Sept 10	Fri, Sept 11
Fri, Sept 11	Fri, Sept 11	Sat, Sept 12

TWO YARD WASTE DROP-OFF SITES

1.) WHITMAN YARD SITE – 701 S. Whitman Avenue

April 5, 2019 – November 25, 2019

Friday, Saturday, Sunday & Monday 9 a.m. - 6:45 p.m.

November 26, 2019 – April 2, 2020

Closed for the season

April 3, 2020 – November 23, 2020

Friday, Saturday, Sunday & Monday 9 a.m. - 6:45 p.m.

The Whitman Site accepts grass clippings, brush, yard waste and motor oil only. No antifreeze or household waste accepted. Attendant on-site.

2.) GLENDALE YARD SITE – 2625 E. Glendale Avenue

April 5, 2019 – November 25, 2019

Friday, Saturday, Sunday & Monday 9 a.m. - 6:45 p.m.

November 30, 2019 – April 2, 2020

Friday, Saturday, Sunday & Monday 9 a.m. - 4:45 p.m.

April 3, 2020 – November 23, 2020

Friday, Saturday, Sunday & Monday 9 a.m. - 6:45 p.m.

GLENDALE SITE ACCEPTED ITEMS & DROP-OFF FEES (Cash or Check Only)	
ITEM	2019-2020 FEES
Grass Clipping (30 gal. bag)	\$4 per bag
Grass Clipping Card	\$40 (10 punches)
Branches & Brush	Free
Oil (10-gallon limit)	Free
Antifreeze	Free
Car Batteries	Free
Unserviceable American Flags	Free
Appliances (freon)	\$20
Appliances (non-freon)	\$15
Tires (18" diameter or less)	\$5 each
Garbage-1 vehicle	\$15 (minimum fee)
Garbage-1 vehicle & trailer	\$35 (minimum fee)

- **Be prepared to show proof of residency to attendant.**
- **Residential waste only – no waste accepted from contractors or commercial properties.**
- **We DO NOT accept RECYCLABLES, DIRT, PROPANE TANKS, CONCRETE, SHINGLES, OIL FILTERS, ELECTRONICS OR HAZARDOUS WASTE.**
- **Animal waste is garbage; it must be bagged, and garbage fees apply.**
- **Loads should be tarped and secured.**



SPRING YARD WASTE COLLECTION

The Public Works Department spring curbside yard waste, branches and brush collection is weather dependent. When the collection begins, it will run four consecutive weeks.

As soon as the dates are finalized, a public service announcement will be posted on the news and the calendar section of our website, www.appleton.org. The information will also be posted on our DPW and City Hall Facebook and Twitter pages prior to the start of the spring collection.

Yard waste will be collected from the terrace on the day following your regular garbage day NOT from the gutter.

Yard waste must be in containers, lawn and leaf paper bags or tied in bundles with biodegradable twine.

- Containers should have handles, be 33 gallons or less, and weigh less than 45 pounds when full.
- Paper lawn and leaf bags can be purchased at most hardware stores and home improvement centers.
- Branches and brush must be cut to four-foot lengths and be bundled with biodegradable twine. Bundles must be less than two-feet around and weigh less than 45 pounds. Max branch width is **three-inch diameter**.
- In spring, branches, brush and lawn bags must be placed on your terrace, between the sidewalk and the curb, the night before collection.

Please do not use plastic bags, boxes, tarps or 55-gallon fiber barrels or their liners.

Branches and brush can also be taken to one of our two yard waste sites (2625 E. Glendale Ave. or 701 S. Whitman Ave.) free of charge.

MAJOR STORMS

In the event of a major storm, the City may institute a special storm pick up. Information will be distributed via the news media and calendar section of our website at www.appleton.org. The information will also be posted on our DPW and City Hall Facebook and Twitter pages. The decision for storm pick up is determined on a storm-by-storm basis by evaluating the severity and widespread extent of the damage.



2019 FALL LEAF PICK UP SCHEDULE

During the Fall leaf collection, City crews will collect leaves and yard waste **from the street gutter only**. Do not place on the terrace.

Leaf and yard waste collections are at 2-week intervals from **October 14 through November 22**.

Rake leaves, small yard waste and garden debris into the gutter on the **Sunday night prior to your collection week**.

For customers in **Zone 1**: beginning Sunday, October 13 and then every other Sunday through November 10.

For customers in **Zone 2**: beginning Sunday, October 20 and then every other Sunday through November 17.

Branch and brush piles must be kept separate from leaf and small yard waste piles. Branches and brush must be cut down to **four-foot lengths** and bundled with biodegradable twine and not exceed **45 pounds**. Max branch width is **three-inch diameter**. **No containers**, except lawn and leaf bags, will be collected. Bundled branches will be picked with a claw. Small waste & leaves will be pushed into piles.

Please keep piles low and close to the curb to help protect children and not block motorists' view.

Leaves on the following streets will be pushed into piles on side streets as often as possible, but due to heavy traffic, residents are encouraged to transport leaves to the yard waste sites rather than rake them into the gutter: Ballard Rd, College Ave, Oneida St, Calumet St, Wisconsin Ave, Richmond St, Newberry St, Meade St, Mason St (north of Prospect Ave) and Lawe St (from College Ave to Wisconsin Ave)

The Whitman Yard Waste site is open through November 25. The Glendale Yard Waste Site is open year-round. Both sites are open on Friday, Saturday, Sunday and Monday.

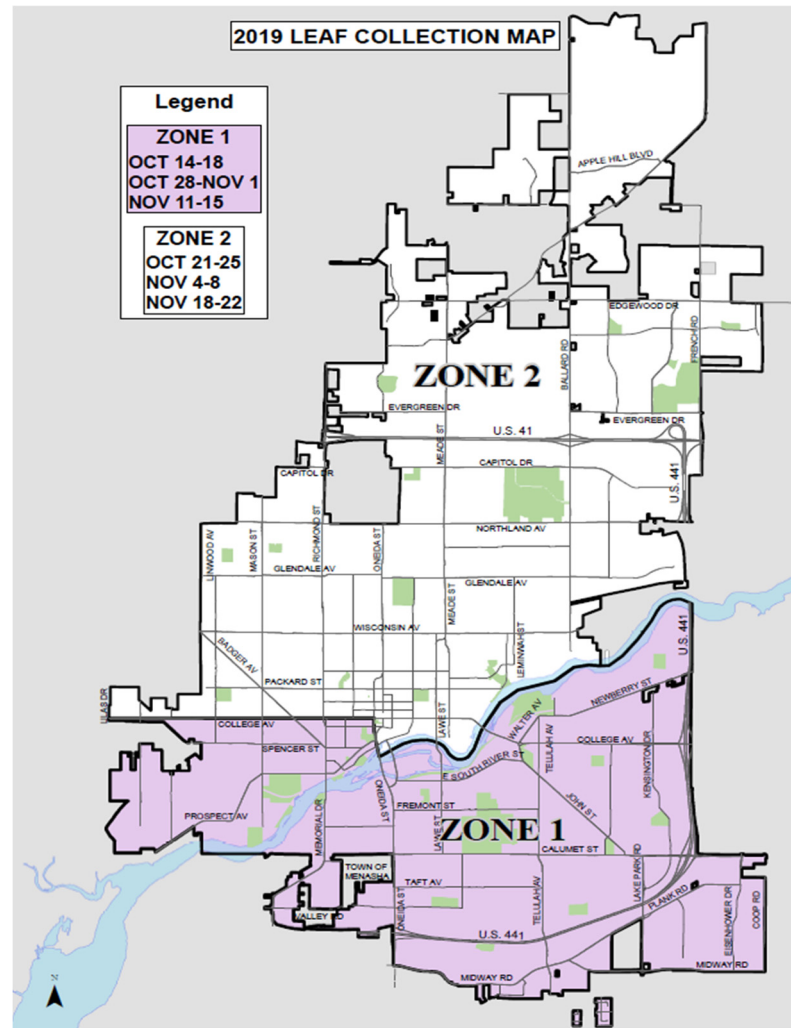
If weather permits, there will be one additional non-scheduled pass through the city starting November 24. Winter may come early, and snow may prevent us from doing this additional pick up. **If weather prevents the City from completing the leaf and yard waste pick up after your final collection week, residents are responsible for leaf and yard waste disposal. No additional special pick ups will be scheduled.** Yard debris can be taken to the City yard waste site, free of charge. It is crucial to our leaf pick up operations to be able to work during the night. **For that reason, starting on Sunday, October 13, the Police Department will not grant permission for overnight parking all week in the zone scheduled for collection.** Vehicles that are illegally parked overnight (between the hours of 2:00 a.m.-5:00 a.m.) will be subject to ticketing and towing.

TERRACE PLANTING

The property owner should check to see if a Street Occupancy Permit is needed by calling 920-832-6474 before planting anything in the area between the sidewalk and the street.

OVERNIGHT PARKING

Parking is not allowed on any City street, 365 days per year, from 2 a.m. to 5 p.m. Why does the City of Appleton not allow overnight parking on city streets? The reasons range from operational benefits for the Department of Public Works, police operations, to aesthetic reasons. The City performs various operations that occur at night (i.e.; garbage/recycling pick up, street sweeping, leaf pick up and snow plowing), all of which are accomplished more efficiently without vehicles parked on the street. This restriction also keeps neighborhoods looking cleaner overall.



WINTER SNOW GUIDELINES

Winter will soon be upon us. To help make your travels safe, we offer the following guidelines:



- Because snowplows can generate flying snow and salt, please **stay back 50 feet, be patient and don't pass a plow on the right side.**
- Please **do not park vehicles on the street** following a snowfall. Plows cannot get close to the curb, causing extra plowing which costs additional tax dollars. Cars parked on the street between 2 a.m. and 5 a.m. may be ticketed and towed.
- Please **do not park in driving lanes** if snow is blocking the parking lane.
- **Please do not park your vehicle at the end of your driveway in a way that would impede the City plow.**
- Please **do not place garbage/recycling carts on snow banks or in the road.** Place carts in driveway openings.
- Please provide safe sidewalks for pedestrians. The owner or occupant of the property immediately adjacent to a public sidewalk is responsible for the snow/ice removal no later than 36 hours following the end of the snowfall.
- Please **do not blow, plow or throw snow onto any City street or sidewalk.** Snow blown, plowed or shoveled onto any city right-of-way is subject to a citation.
- The City does not have the resources to provide snow removal from private sidewalks or driveway aprons. If you need assistance with snow removal, we suggest contacting a relative, friend, neighbor or hiring a contractor to remove the snow for you.
- Crews will, when feasible, apply the following standard when plowing snow in cul-de-sacs: one full pass will be made around the perimeter, pushing the snow to the middle of the cul-de-sac and as time allows, the snow will be hauled out of the center.
- Please **keep the catch basin adjacent to your property free from ice and snow** to help prevent flooding.
- Please adopt **one of the City's 3,300 fire hydrants this winter by keeping it clear of snow.**

For questions about **snow and ice operations**, please call the Public Works Operations Division at 920-832-5580. For questions about **unshoveled sidewalks**, please call Public Works at 920-832-6474.

MAILBOX PLACEMENT

Proper mailbox placement is important for City crews as well as Post Office mail carriers. The City of Appleton will not be responsible for any mailbox damage in the course of city operations that does not meet Post Office guidelines. Visit www.usps.com/manage/mailboxes.htm for additional information.

FROZEN WATER PIPES

During cold winter months, water pipes can freeze. To reduce this possibility, take the following precautions:

- Turn off water to outside faucets, drain and leave faucets open.
- Make sure all basement windows are securely closed and repair broken window panes.
- Repair cracks or holes in the foundation. Insulate along floor joists.
- Make sure all rooms containing water pipes are kept above freezing, especially if the house will be vacant.
- During subzero weather, leave cabinet doors open under sinks, especially if pipes are on an outside wall.
- If the water meter is enclosed in a cabinet, leave the door open so that heat can circulate during the winter months.

If your water pipes freeze, we recommend using a hair dryer to thaw them. Never use a blowtorch or any open flame to thaw pipes. Visit www.appleton.org or call 832-5580 with questions.

WATER HYDRANT FLUSHING



Public Works schedules hydrant flushing weekdays between 6:30 a.m. and 4:30 p.m. If you see crews in your area, use little, or no water for an hour if possible. If you find discoloration, stop using the water, wait about an hour and then draw off the discolored water through a cold-water tap only preferably using the bathtub faucet.

PREVENT SEWER BACKUPS

The City does everything we can to prevent sewer backups from occurring, but flooding of sewer lines and buildings may still occasionally occur as a result of heavy rainfall, water main breaks or sewer line blockages.

What can you do? Install a backflow preventer on your sewer line. This will prevent sewage from backing up into your building if the sewer main in the street becomes overwhelmed. **Contact your insurance company today.** Most standard homeowner's policies don't cover sewer backups. Ask to have the sewer backup coverage added to your policy.

