



Welcome to the City of Bel-Nor

Resident Handbook

We are happy to have you as a resident of Bel-Nor!

City of Bel-Nor
8416 Natural Bridge Road
St. Louis, Missouri 63121-4550
314-381-2834 (voice/office)
314-381-2263 (fax)

website: www.cityofbelnor.org/

Update April 2019

Introduction

Welcome to the City of Bel-Nor!

The Village of Bel-Nor, a northwestern suburban city in St. Louis County, Missouri, was originally incorporated in November 1937. We became a fourth-class City with a slightly modified form of government in 2015. Our website (www.cityofbelnor.org) and newsletter (*The Chimes*) list notices, meetings, community events, information about city services, and contact information for city officials. Monthly meetings of the Board of Aldermen are held the third Monday of each month at 7:30 p.m. Everyone is invited to attend these meetings, which are held at the City Hall.

Bel-Nor provides police services, street and sidewalk maintenance, and snow plowing. Some years ago, the City also took over responsibility for maintaining trees in the tree lawns (the strip of land between the sidewalk and street curb).

The City of Bel-Nor and its residents take pride in their homes and properties. In Bel-Nor, the appearance of our city is neat, clean, and orderly. The residents have a commitment to maintaining our quality of life.

To assist in the maintenance and preservation of the current order with the City, city officials have prepared this **Resident Handbook** for information, guidance and reference. This handbook will explain many day-to-day rules and regulations which govern Bel-Nor City life. Our municipal codes govern the information covered in this handbook. Ordinances are in place to protect and preserve order within the City of Bel-Nor, while protecting the rights of all Bel-Nor residents. Also, ordinances provide penalties and fines for violations, prosecutable in The City of Bel-Nor Municipal Court.

The City of Bel-Nor operates a Municipal Division of the 21st Judicial Circuit Court, St. Louis County, State of Missouri. The Court Clerk is available 8:00 a.m. to 4:00 p.m., Tuesday, Wednesday and Thursday, and 8:00 a.m. to 2:00 p.m. on Monday. Court is conducted the first Wednesday of each month beginning at 5:30 p.m.

This handbook does not contain excerpts or summaries of every city ordinance. A complete set of City codes can be located via a link on the city website at www.cityofbelnor.org. A printed copy of our code book is maintained at Bel-Nor City Hall and can be accessed in person.

Please keep this handbook in a readily accessible place in your home.

Helpful Contact Phone Numbers

Police, fire emergency only	911
Ameren UE	314-342-1000
Bel-Nor City Hall office/ voicemail	314-381-2834
Fax	314-381-2263
City of Bel-Nor Police Department	
(Main Office)	314-381-2971
Dispatch	636-529-8210
Police Watch Phone (officer on duty)	314-920-9513
City of Bel-Nor Court Clerk	314-381-2834
Digging (to prevent damage to underground utility lines)	800-DIG-RITE
Missouri American Water (office)	314-991-3404
Water main breaks (emergency)	866-430-0820
Metropolitan Sewer District	314-768-6260
Northeast Ambulance & Fire Protection	314-382-1501
Normandy Post Office	314-385-2694
Republic Waste Service (solid waste removal for trash, recycle, yard waste, bulky items, etc.)	636-947-5959
Spire (formerly Laclede Gas)	314-621-6960
St. Louis County Animal Control	314-831-6500
St. Louis County Older Residents' Program	314-862-0639
United Way Helpline (to receive assistance with emergency shelter, utility bills etc.)	211 or 800-427-4626

City of Bel-Nor Rules and Regulations

www.ecode360.com/BE3760

Abandoned Vehicles

Vehicles on the streets of the City of Bel-Nor must be licensed, registered, and in operable condition, except in emergencies. All property owners, whether residential or commercial, are prohibited from parking unlicensed vehicle(s) on their property, unless such vehicle(s) is in a garage behind a closed door or covered with a proper cover (i.e., no plastic tarps).

Derelict vehicle(s) generally means one that does not operate, or is in such a decrepit condition as to constitute a public safety hazard and/or eyesore. Any vehicle with a license that has been expired for thirty (30) days or more shall be considered a “derelict” making it a public nuisance.

Animal Regulations

Every person who owns or cares for a dog or cat shall have such animal(s) vaccinated against rabies and registered with St. Louis County and the City of Bel-Nor when such dog/cat reaches the age of four months. **LICENSING OF DOGS AND CATS IN BEL-NOR IS REQUIRED ANNUALLY BY JUNE 30TH.** Proof of current rabies vaccination is required, along with the license fee, to obtain a pet tag/license from City Hall. The maximum number of dogs/cats per household is **four (4)** - any combination may not exceed four (4). **Animal license fee is \$5.00 per year.**

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

There are special restrictions and requirements regarding pit bulls, bull terriers and wild animals. Please consult the City of Bel-Nor Code (www.ecode360.com/BE3760) for details and adhere to those restrictions. Pets considered “dangerous animals” under provisions of our municipal code and are subject to additional restrictions.

No person(s) responsible for a dog within the City of Bel-Nor shall permit the dog to run at large. When a dog is not secured on the resident’s premise, it must be leashed. Cats should also be confined to the owner’s house and not allowed to run loose.

An animal is considered a “nuisance” if it does any/some of the following.

1. Cause a disturbance by excessive barking, howling, meowing or other noisemaking.
2. Damages public property or property belonging to a person other than the person responsible for the animal.
3. Impedes refuse collection, mail delivery, meter reading or other public service activities.

4. Soils, defiles or defecates on property other than that of the person responsible for the animal, unless such waste is removed by the person and deposited in a suitable waste container.
5. Without reasonable provocation attacks, stalks or bites persons or other animals.

Exterior Inspections

Contingent upon funding, each year in the Spring the Bel-Nor Building Inspector may conduct a survey of the exterior of all Bel-Nor homes and businesses. The form used (Attachment A) will assist residents in conducting their own exterior survey. Each household will receive a report of findings by mid-June annually. The deadline for which all problems must be remedied is set by the Board. This effort helps to assure that the City of Bel-Nor maintains preservation of the property within the community.

Auto Licensing Fee

Besides meeting the requirements for Missouri vehicle registration, all residents who are owners and/or operators of vehicles in the City of Bel-Nor are required to register such vehicles and obtain a license sticker to be displayed on the registered vehicle. Application for registration and stickers are available at City Hall for new residents. Otherwise, the vehicle registration fee is collected annually by St. Louis County, on behalf of the City, via resident's personal property tax bill.

The annual vehicle sticker cost for cars is \$5.00 and \$8.00 for trucks.

Building Permits

Before beginning any major project, such as new construction, demolition, alterations or major repairs, residents should be aware that a **BUILDING PERMIT** from the City of Bel-Nor may be required prior to proceeding with the project. St. Louis County issues permits and performs inspections for mechanical, electrical, and plumbing work. Typically, your contractor will pull the required permits from the County. A project that requires structural changes to the building, complete rehabilitation or renovation, or any new construction requires a building permit. Also, the owner(s) must submit drawings/sketches/plans drawn to scale detailing the work to be done, and a contract signed by the contractor indicating the total cost of the job (including materials and labor) with an explanation of the work.

Proceeding with work without obtaining a BUILDING PERMIT and displaying the permit on the building window, clearly visible from the street, will cause your project to be "shut down" and citations may be issued. Owners are cautioned that they are ultimately responsible for ensuring that a proper permit has been obtained; if your contractor tells you one is not required, proceed at your own risk!

NOTE: A list of items requiring a permit can be located on the **BUILDING PERMIT APPLICATION (Attachment B).**

Curb and Street Gutter Areas

Every property owner and/or occupant within the City of Bel-Nor is expected to keep the curb areas in front/side of a residence clean and free of all unsightly and potentially harmful debris, such as broken glass, tree limbs, discarded cans, leaves, weeds, grass, trash, etc. This includes the sidewalks, tree lawns, street curbs/gutters, and sewer grates. Keeping these areas clean will enhance the overall appearance of the community. Residents who fail to keep these areas clean may be cited for a nuisance violation.

Curfew

Curfew for minors under the age of seventeen (17) is between the hours of 9:30 p.m. Sunday through Thursday and 11:00 p.m. Friday and Saturday evenings and 6:00 a.m. of the following day unless the minor is accompanied by a parent/guardian.

Digging

If any digging is to be done, call 1-800-DIG-RITE to have the utilities company locate underground cable, water, gas and other utility lines to prevent damages. This service is free. Allow 48 hours for this service work to mark the approximate location of such underground lines. An **excavation permit** may be required when work is being performed in the City right-of-way; please check with City Hall prior to starting any work.

Display of Street Address

For the benefit and convenience of police, drivers of emergency vehicles, Post Office and/or others needing to locate a resident, each residence must be designated by a numerical address of a size (minimum not less than 3" nor more than 5") and type that is clearly and easily visible. The address must be displayed at/on or near the entrance to the residence. It must be maintained in good condition, placed in such a position to be clearly visible from the street, both daylight hours and at night (*if needed, the use of a flashlight or spotlight to locate number is acceptable*).

Dumpsters

Dumpsters are acceptable but are limited to two (2) weeks on-site. If additional time is needed due to the scope of the construction or renovation work, please contact City Hall. Dumpsters must be placed on private property only, never on city streets, sidewalks or driveway aprons. Care must be taken by all residents and contractors to protect the city sidewalks, streets, curbs and driveway aprons when dumpsters are being delivered or removed. If damage is done to city property, the resident/contractor will be billed for damage repairs. Contact City Hall for a permit and to pay applicable fees.

Excessive Noise & Peace Disturbance

Residents are reminded that loud noises from the use of television, radios (home or auto), “boom boxes”, etc., including loud talking/yelling, partying, horn blowing - any noises being heard more than fifty (50) feet away from your home are prohibited.

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

Garage (Yard) Sale

Residential garage (yard) sale permits are required and can be obtained at the City Hall. The cost is \$1.00. No more than two (2) sales shall be held at the premises per year. Sales shall be limited to the hours of 8:00 a.m. to 6:00 p.m. of any day and shall not extend in excess of two (2) days. The City of Bel-Nor participates in an Annual Neighborhood Yard Sale along with the City of Greendale in June.

Grass and Weeds

Any growth of weeds or grass in excess of seven (7) inches in height is prohibited. A citation will be issued if your property is in violation. Front and rear yards should be maintained clear of gum balls, leaves, and other debris. Resident is responsible of clearing leaves, junk, and debris from curbs. The resident is responsible for the maintenance of the lawn areas both in the “tree lawn” (the grassy area between the curb and the sidewalk). All lawn areas, both in front, side, and rear of the property, are to be kept free of leaves, litter and debris. Firewood must be neatly stacked and maintained.

Housing Code (Sale or Rent) see Municipal Code Section 510.150 for more details.

It is unlawful for the owner or lessor of any property, or their agent, to sell, lease, rent or otherwise transfer ownership or possession of real property, or portion thereof, unless a Certificate of Compliance has been issued by the Building Inspector or an approved Occupancy Inspection Report has been completed.

All changes in occupancy - residential or business - require an inspection of the property by the City of Bel-Nor Building Inspector **BEFORE THE NEW OWNERS OR TENANTS MOVE IN**. Businesses also require a business license that **MUST** be approved by the Board of Alderman. Owners/potential occupants must complete the application requesting an inspection at City Hall and pay the inspection fee. All utilities must be on at time of inspection.

Student Housing Inspection (Special Restrictions)

Due to our close proximity to the University of Missouri-St. Louis, the City has amended the zoning code to regulate “student housing” in single-family residential districts. This is necessary to preserve the character of the City’s neighborhood and welfare of the residents. Properties are required to be maintained in accordance with the City of Bel-Nor Housing Code, Chapter 500. In addition:

1. The number of residents is limited to the lesser of maximum occupancy or not more than three (3) unrelated persons living together
2. Property is subject to an annual inspection to maintain code compliance
3. Up-to-date contact information must be on file at all times with the City of Bel-Nor
4. Property must be at least five hundred (500) feet from any other student housing
5. Any change in occupancy requires an inspection and a new Occupancy Permit
6. Owners must complete and submit “Application for Housing Inspection” and “Rental Registration Application”

Occupancy Permit

It is unlawful for any person to occupy or for the owner, lessor or agent to permit the occupancy of any property until an Occupancy Permit has been issued by the City of Bel-Nor Building Inspector.

1. In case of residential rental property, it is the obligation of the owner/landlord to secure an occupancy permit for the tenant(s).
2. Names of all tenant(s) authorized to occupy the property must be provided.
3. The permit shall be held in both the names of the owner/landlord and the lessee(s)/tenant(s)
4. If violations are found by the City’s inspection, no renewal shall be issued and the property shall be vacated unless such violations are corrected as indicated by the Building Inspector.

Parking Regulations

General: parking on City streets is prohibited in the following instances:

1. Within eight (8) feet of a U.S. Mailbox
2. Within fifteen (15) feet of a fire hydrant
3. In any posted fire lane
4. Within twenty (20) feet of crosswalk
5. Where the curb or the edge of a roadway is marked with yellow paint
6. To repair or service a vehicle, except in an emergency
7. In the front yard or rear yard on the dirt or grass in residential areas - vehicles must be on paved driveway or garage
8. In any manner which will block a pedestrian sidewalk
9. Directly across from a neighboring driveway, in such a manner that it will inhibit the normal access to that driveway

Note: Check City of Bel-Nor codes for more details www.ecode360.com/search/BE3760)

Forecast of Heavy Snowfall & Parking

A parking prohibition will be in effect with there has been a forecast of accumulation of snowfall of two (2) inches or more or conditions of freezing rain on the City of Bel-Nor streets. It shall be unlawful to park any motor vehicle on the streets of the City between 10:00 p.m. and 6:00 a.m. when prediction of heavy snowfall is in the forecast.

Vehicles left on the street will be ticketed and may be towed at the owner's expense.

Trash, Recycling, and Yard Waste Schedule & Rules

The City has a contract with Republic Services for trash hauling/yard waste/recyclables. Residents pay Republic Services directly. Contact Republic Services at 636-947-5959 for any questions/concerns or special pickup request. **If you are not paying invoices received from Republic Services, you may be liable for back fees due.**

TRASH/GARBAGE/SOLID WASTE/RECYCLABLES AND YARD WASTE WILL BE PICKED UP BY REPUBLIC SERVICES ON WEDNESDAYS ONLY. Holiday schedules may also affect the date of pick-ups.

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

1. Residents are allowed to place additional covered/lidded trash-cans at the curb, front facing curb. All trash/garbage containers must have lids
2. **NO PLASTIC GARBAGE BAGS ALLOWED AT THE CURB – THEY MUST BE PLACED INSIDE COVERED/LIDDED TRASH CANS**
3. Boxes should be broken down and placed at the curb
4. Yard waste must be in commercial paper yard bags or in marked trash cans. **NO PLASTIC BAGS** of yard waste are acceptable. Brush/limbs cannot be more than four (4) feet in length, tied and bundled. **NO LOGS** placed at the curb will be picked up. Owners/resident must dispose of logs/firewood.
5. Recyclables should be in the designated can provided by Republic Services. If you need more information, call Republic Services.
6. **NO mixing of yard waste and trash/garbage in the same container IT'S ILLEGAL!**
7. **Call Republic Service for items too heavy/bulky for one man to lift (including all size appliances, MUST REMOVE DOORS) and Schedule pickup by APPOINTMENT ONLY!!**

All trash and recycle cans should be placed at the curb on Tuesday evening or by 6:00 a.m. on Wednesday at the latest. If there is an observed holiday, pickups will be the next day, Thursday.

All emptied containers should be removed from the curb no later than midnight of the day of pickup, returned to resident's yard and stored out of the view from the street, before the next day or citations will be issued.