

Welcome To Dearborn

As a new Dearborn resident, you are becoming part of a hometown that values a strong sense of community, connection to the neighborhood and high standards of property maintenance. To promote these values, the city provides an outstanding level of municipal services. In turn, residents have responsibilities to maintain their property and to be courteous neighbors.

Before You Move In

Complete the home inspection process, obtain a Certificate of Occupancy (C of O)

The property owner selling you your new house is required to pay for and obtain a mandatory city inspection from the Building & Safety Department.

Remember that if your new home passes a city inspection, it is not a guarantee that the dwelling is without flaws.

The city inspection is designed to ensure that **minimum standards** are met and that your new home conforms to building and safety ordinances. City inspections include, but are not limited to:

- plumbing and electrical systems
- condition of exterior
- heating systems

Once the city inspection process is completed, a Certificate of Occupancy is issued. You cannot move in without a C of O.

Consider hiring a private building inspector

Potential buyers of a home may want to hire a private building inspector for a more extensive review of the property.

Moving In

Contact Assessor's Office for filing homestead property document

Make sure that you file your homestead property document with the city Assessor's Office at City Hall. If your new home is your primary dwelling, this document will ensure that the right property tax rate is applied.

Remember, under state law, when you buy a new home, the cap that was placed on the property assessment is lifted, and a new assessment is applied. This can have an impact on your tax bill.

After the first year of homeownership, your property assessment is capped once more.

Contact DPW for special pickups for new home cleanups

The City offers special pickups if your new home requires extensive cleanup or redecorating. Depending on the volume, a fee may be charged. Call the Department of Public Works at 943-2085 and describe the amount of materials you are placing at the curb, such as the number of rooms of carpeting you are disposing of and the amount of unwanted furniture or appliances.

Request new resident information

You can request an information packet about your new community by calling the Department of Public Information at 943-2285. Also visit Dearborn's website at www.cityofdearborn.org

Home Improvements

Assume permits are required

The Building & Safety Department works with residents and contractors to make sure home improvement projects are done correctly and safely. If you plan on tackling remodeling or repair projects in your new home, you should assume that a permit is needed. A permit ensures that the completed project will be inspected.

To verify if you need a permit, call 943-2154. The cost of a permit is based on the cost of construction.

If you are doing the work yourself, you need to submit your plans to Building & Safety in person.

Do not let contractors convince you to get a homeowners' permit for the work they will perform.

This type of permit should only be used in special situations because it offers you much less protection if something goes wrong with your project.

Fines for failing to obtain permits

If it is discovered you do not have a permit, you or the contractor will be fined. These charges apply to each absent permit:

- First time: Double the cost of each missing permit, plus \$100 fine for each instance
- Second time: Double the cost of each missing permit, plus \$250 for each instance
- Third time: Double the cost of each missing permit, plus \$500 for each instance

Fence rules

You need permission from your neighbor and a permit to build a fence. City code allows for a five-foot privacy fence.

Sanitation Services

By providing a wide range of services, the city works in partnership with you to maintain your property and keep your neighborhood looking good. One of the most important of these services is sanitation.

City provides: Weekly curbside garbage, compost and recycling pickup.

Your responsibilities: Follow rules regarding preparation for garbage, recycling, and composting collection. Tickets may be issued for non-compliance.

- Put your garbage out no earlier than 5 p.m. the night before and no later than 7 a.m. the day of your collection.
- Use a container no larger than 32 gallons, weighing no more than 35 pounds.
- Bag all your trash and place inside containers. Do not put loose trash in your containers.
- Bring in your containers the day your trash is collected.
- Put recycling materials only in city-issued orange bins.
- Do not mix food in with your yard waste.
- Put your yard waste in paper landscape bags or 32-gallon containers, clearly marked and set three feet from your trash containers. Yard waste is not collected in the winter.
- Do not put yard waste in plastic bags. It will not be picked up.

Other City Services

City provides: Street sweeping every other week in warm weather, the day after garbage pickup in your neighborhood.

Your responsibilities: Move your vehicle from the street on the designated day.

City provides: Salting and snow plowing. A decision to plow can be made if three inches of snow are expected to fall or have fallen.

Your responsibilities: Remove your parked vehicle from the street, shovel your walk, avoid blowing snow on your neighbors' yard.

City provides: A sidewalk replacement program. Property owners are charged for slabs that are replaced. Cost is at a discounted rate.

Your responsibilities: You must maintain the cement on your driveway, as well as on the walkways to your house.

City provides: A program to plant trees in the easement in front of your home for \$100, which includes a year guarantee and routine tree-trimming services.

Your responsibilities: If you want to plant your own tree in the easement, check with the Parks Division first.

City provides: Leaf collection in the fall, including curbside removal of containerized leaves and pickup of leaves raked into the street on designated days.

Your responsibilities: The preferred method of leaf disposal is to put them in containers or paper landscape bags at the curb. If you rake your leaves into the street, do so only on the designated day.

Home and Yard Maintenance

Dearborn property owners are responsible for maintaining their house and yards to safety and appearance standards. Dearborn law provides for tickets and fines if these rules are not followed.

Outside storage

Do **not** store the following on the outside of your home or garage:

- Interior furniture
- Inoperable vehicles
- Garbage not in approved containers
- Garbage, yard waste or recycling bins in between houses
- Firewood, unless it is 18 inches off the ground
- Construction debris

House maintenance

You must keep the exterior of your house in good repair. You must fix items like these:

- Peeling paint
- Hanging gutters
- Broken porch steps
- Inoperable garage doors
- Damaged roofs
- Broken windows

Yard maintenance

You must maintain your yard, including:

- Mowing and edging your lawn regularly in season to keep it neat and trim
- Keeping a healthy lawn with either grass or ground cover
- Eliminating weeds, including along both sides of the fence line
- Keeping grass and weeds shorter than eight inches
- Picking up litter

Neighborhood Considerations

Compatibility

Dearborn requires that homes have a uniform look within a neighborhood. Alterations to your home, or homes that will be newly constructed, must follow compatibility guidelines.

Deed restrictions


Some neighborhoods have legally binding deed restrictions, which are rules established by the neighborhoods, not the city. However, the city enforces those rules if they are in accordance with Dearborn ordinances.

Being A Good Neighbor

Don't shoot off fireworks. Take care of barking dogs, pick up your pets' droppings every day, do not play your music too loudly and keep the area behind the garage neat even if you can't see it.

Helpful Phone Numbers

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| DPW | 943-2085 |
| Building and Safety | 943-2154 |
| Assessor's Office | 943-2140 |
| Current tax information | 943-3325 |



MICHAEL A. GUIDO
Mayor

CITY COUNCIL

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|---------------------------------------|--|
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CITY CLERK
Kathleen Buda



WHAT EVERY NEW DEARBORN HOMEOWNER SHOULD KNOW

