Dear Bowling Green Resident,

The Good Neighbor Guide is intended to help support a high quality of life for all of those that call Bowling Green home. A good neighbor is considerate, friendly and participates in actions that support community. While the Guide can be utilized as a reference for common scenarios related to neighborhood issues, we recommend reviewing the following tips and resources that are critical to creating and maintaining good neighbor relationships.

**Tips for Success:**

- **Make meaningful contact.** Introduce yourself to your neighbors. A simple hello goes a long way to building relationships.

- **Know neighbors on a personal level.** Ask questions about their interests, professions, backgrounds and their family.

- **Be considerate.** Please think about your neighbors’ schedules, which may be different from yours, and be considerate. Making too much noise, particularly late at night, is a nuisance and against the law. Large parties can also cause friction with your neighbors and violate city ordinances.

- **Be respectful.** We pride ourselves on being a welcoming, inclusive community. Posting signs or banners that members of the community could find offensive runs counter to the values of Bowling Green. It could also be a violation of your lease and city ordinances.

- **Know your lease.** Understand what your landlord is responsible for and what your obligations are for things like trash disposal, lawn care and snow removal.

- **Know your city and neighborhood.** Familiarize yourself with regulations on things like noise and litter ordinances, parking and snow removal. Much of this information can be found on the city of Bowling Green’s website.

**City and Campus Resources:**

- **FOR EMERGENCIES: DIAL 911**
- **City Website:** www.bgohio.org
- **Fire Department:** 419-352-3106
- **Police Department:** 419-352-2571
- **Utilities:** Electric, water, and sewer: 419-354-6258; Columbia Gas, 1-800-344-4077
- **BGSU Office of the Dean of Students:** 419-372-2843
- **Falcon Health Center:** 419-372-2271
- **BGSU Student Legal Services:** 419-372-2951
- **BGSU Police:** 419-372-2346
- **BGSU Counseling Center:** 419-372-2081

**General City Questions:** 419-354-6204 or by email at bgcity@bgohio.org

Please help us make sure BG remains a great place to live and learn!
Neighbors are having a loud party during nighttime or early morning hours

CONTACT
Agency: City of Bowling Green – Police Division
Phone: (419) 352-1131

ENFORCEMENT
Actions | Typical Time
--------|---------------------
Site Visit | Within hour depending on call volume
Neighbors dog barks excessively

CONTACT
Agency: City of Bowling Green – Police Division
Phone: (419) 352-1131

ENFORCEMENT

<table>
<thead>
<tr>
<th>Actions</th>
<th>Typical Time</th>
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<tbody>
<tr>
<td>Site Visit</td>
<td>Within hour depending on call volume</td>
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</tbody>
</table>
Private trash trucks are excessively loud during nighttime or early morning hours, or any noise complaint

**CONTACT**

*Agency:* City of Bowling Green – Police Division

*Phone:* (419) 352-1131

**ENFORCEMENT**

<table>
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<tbody>
<tr>
<td>Site Visit</td>
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</table>
Small trash (papers, cans, bottles, etc.) is being left on neighbor’s property

CONTACT
Agency: City of Bowling Green – Police Division
Phone: (419) 352-1131

ENFORCEMENT

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<tr>
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<tr>
<td>Site Visit</td>
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</table>
Large trash (couch, chairs, table, etc.) on my property or neighbor’s property

CONTACT

Agency: Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: (419) 352-1131
Email: civilenforcement@bgohio.org

VIOLATION

§ 94.26-27 LITTER ON PRIVATE PROPERTY. Violation constitutes a minor misdemeanor if left after 48 hours.

ENFORCEMENT

<table>
<thead>
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<tr>
<td>Response within 24 hours if reported Monday-Friday, 48 hours if on the weekend.</td>
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</table>

CORRECTION

Remediation or abatement of the violation is required within 2-5 days after notice of violation posted. Follow up visit by agency within 1-2 days.
Large trash (couch, chairs, table, etc.) is being left on public property including the sidewalk or median

CONTACT
Agency: City of Bowling Green – Public Works
Phone: (419) 354-6227
Email: bgpw@bgohio.org

VIOLATION
§ 94.21 LITTER IN PUBLIC PLACES. Violation constitutes a minor misdemeanor if left after 24 hours.

ENFORCEMENT
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<tr>
<th>Actions</th>
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<tbody>
<tr>
<td>Site Visit</td>
<td>Same day as received if regular weekday (Monday-Friday)</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>7 - 21 Days</td>
</tr>
<tr>
<td>Follow Up Visit</td>
<td>Next day after first Site Visit</td>
</tr>
</tbody>
</table>
Neighbors have tall brush, grass or noxious weeds (over 8 inches)

CONTACT
Agency: Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: 419-352-1131
Email: Civilenforcement@bgohio.org

VIOLATION
§ 99.20 NOXIOUS WEEDS; DUTY TO CUT. Violation constitutes a minor misdemeanor.

ENFORCEMENT
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<tr>
<td>Response within 24 hours if reported Monday-Friday, 48 hrs. if on the weekend.</td>
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</tbody>
</table>

CORRECTION
Remediation or abatement of the violation is required within 5 days after notice of violation is posted. Follow up visit by agency is conducted within 1-2 days after required remediation date.
Public property, including parkways or medians have tall brush, grass or noxious weeds (over 8 inches)

**CONTACT**
- **Agency:** Bowling Green Police Division
- **Person:** Civil Enforcement Technician
- **Phone:** 419-352-1131
- **Email:** Civilenforcement@bgohio.org

**VIOLATION**
§ 99.20 NOXIOUS WEEDS; DUTY TO CUT.

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<td>Response within 24 hours</td>
<td>if reported Monday-Friday, 48 hours if on the weekend.</td>
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</tbody>
</table>

**CORRECTION**
Remediation of violation is required within 5 days after notice of violation is posted. Follow up visit by agency is conducted within 1-2 days after required remediation date.
Neighbors building(s) appear to be unsafe due to damage or deterioration

CONTACT
Agency: Wood County Health District
Web: www.woodcountyhealth.org
Phone: (419) 354-2702
Email: healthdept@co.wood.oh.us

PENALTY
• Code citation:
• $500 fine if no compliance (civil)
• $100 per day per violation (criminal)

ENFORCEMENT

<table>
<thead>
<tr>
<th>Actions</th>
<th>Typical Time</th>
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</thead>
<tbody>
<tr>
<td>Initial Research</td>
<td>1 Day</td>
</tr>
<tr>
<td>Site Visit</td>
<td>1 Day</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>1 Day</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>Dependent on circumstances</td>
</tr>
</tbody>
</table>

CORRECTION
Bringing the violating structure(s) into compliance within an amount of time suitable for the circumstances. When that time frame has been determined, the agency will conduct a follow-up visit after the duration has ended.
Neighbors building appears to have more residents than allowed occupancy for apartments

**CONTACT**

*Agency:* Wood County Health District

*Web:* www.woodcountyhealth.org

*Phone:* (419) 354-2702

*Email:* healthdept@co.wood.oh.us

**PENALTY**

- Code citation:
- $500 fine if no compliance (civil)
- $100 per day per violation (criminal)

**ENFORCEMENT**

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<tr>
<td>Initial Research</td>
<td>1 Day</td>
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<td>Site Visit</td>
<td>1 Day</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>1 Day</td>
</tr>
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<td>Findings / Written Report</td>
<td>Dependent on circumstances</td>
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</tbody>
</table>
Neighbors building appears to have more residents than allowed occupancy for a single-family dwelling

**CONTACT**

*Agency:* City of Bowling Green – Planning Department  
*Person:* Jason Westgate, Code Enforcement Officer  
*Phone:* (419) 354-6218  
*Email:* jwestgate@bgohio.org

**PENALTY**

- $500/day

**ENFORCEMENT**

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<thead>
<tr>
<th>Actions</th>
<th>Typical Time</th>
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<tbody>
<tr>
<td>Initial Research</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Site Visit</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>Dependent on circumstances</td>
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</tbody>
</table>

**CORRECTION**

Remediation or abatement of the violation is required within 30 days after notice of violation posted. Typical time for remediation or abatement is 30-45 days. Follow up visit by agency after 60 days.
Vehicles are being parked on public property including parkways, median, or left on the street for an extended period of time

**CONTACT**
*Agency:* City of Bowling Green – Police Division
*Person:* Dispatch
*Phone:* (419) 352-1131

**PENALTY**
- $500/day

**ENFORCEMENT**

<table>
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<tr>
<th>Actions</th>
<th>Typical Time</th>
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<tbody>
<tr>
<td>Initial Research</td>
<td>Dispatched to area officer. If a 24-hour parking issue, then complaint is forwarded to Parking.</td>
</tr>
<tr>
<td>Site Visit</td>
<td>Dispatched to area officer. If a 24-hour parking issue, then complaint is forwarded to Parking.</td>
</tr>
</tbody>
</table>
Vehicles are being parked on neighbor’s front yards, or anywhere on the grass on the private property

CONTACT
Agency: City Of Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: 419-352-1131
Email: Civilenforcement@bgohio.org

VIOLATION
Civil citation Class A § 76.16.

ENFORCEMENT
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Response within 24 Hours if reported Monday-Friday, 48 hrs. if on the weekend.</td>
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</table>

CORRECTION
Remediation or abatement of the violation is required within 24 hours after notice of violation posted. Follow up visit by agency within 1-2 days after required remediation date.
Parking citation on vehicle will serve as violation notice.
There are inoperable vehicles parked on my street

**CONTACT**

*Agency:* City of Bowling Green – Police Division

*Person:* Dispatch

*Phone:* (419) 352-1131

**ENFORCEMENT**

<table>
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<tr>
<th>Actions</th>
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<tbody>
<tr>
<td>Initial Site Visit</td>
<td>Within 24 hours if regular weekday</td>
</tr>
</tbody>
</table>
There are inoperable vehicles on my neighbor’s property

CONTACT
Agency: City Of Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: 419-352-1131
Email: Civilenforcement@bgohio.org

VIOLATION
Civil citation Class A § 70.40

ENFORCEMENT
Actions Typical Time
Response within 24 hours if reported Monday-Friday; 48 hours if reported on the weekend.

CORRECTION
Remediation or abatement of the violation is required within 14 days after notice of violation is posted. Follow up visit by agency within 1-2 days after required remediation date.
An illegal sign has been posted on my street

CONTACT
Agency: City of Bowling Green – Planning Department
Person: Jason Westgate, Code Enforcement Officer
Phone: (419) 354-6218
Email: jwestgate@bgohio.org

VIOLATION
Civil citation Class A § 115.02

ENFORCEMENT

<table>
<thead>
<tr>
<th>Actions</th>
<th>Typical Time</th>
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<tbody>
<tr>
<td>Initial Research</td>
<td>2-3 Days</td>
</tr>
<tr>
<td>Site Visit</td>
<td>2-3 Days</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>2-3 Days</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>2-3 Days</td>
</tr>
</tbody>
</table>

CORRECTION
Remediation or abatement of the violation is required within 10-14 days after notice of violation posted. Typical time for remediation or abatement is 14-21 days. Follow up visit by agency within 21 days.
My street has broken or disconnected sidewalks

CONTACT
Agency: City of Bowling Green – Public Works
Phone: (419) 354-6227
Email: bgpw@bgohio.org

CORRECTION
Property owner's responsibility. City of Bowling Green offers a 50/50 sidewalk program, a cost sharing program between the City and property owner.
Open burn on private or public property

CONTACT
Agency: City of Bowling Green – Fire Division
Person: Dispatch
Phone: (419) 352-3106
Email: BgFire@bgohio.org

PERMIT
Required. Available at Bowling Green Fire Department, 552 E. Court St.

ENFORCEMENT

<table>
<thead>
<tr>
<th>Actions</th>
<th>Typical Time</th>
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<tbody>
<tr>
<td>Initial Research</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>Site Visit</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>30 Minutes</td>
</tr>
</tbody>
</table>

CORRECTION
Fire must be extinguished immediately.
Door-to-door solicitation

CONTACT
Agency: City of Bowling Green – Police Division
Person: Dispatch
Phone: (419) 352-1131

ENFORCEMENT

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<tbody>
<tr>
<td>Initial Site Visit</td>
<td>Within hour depending on call volume</td>
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</table>
Feral or wild animals

CONTACT
Agency: City of Bowling Green – Police Division
Person: Dispatch
Phone: (419) 352-1131

ENFORCEMENT

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<th>Typical Time</th>
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</thead>
<tbody>
<tr>
<td>Initial Site Visit</td>
<td>24 hours if a regular weekday</td>
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</tbody>
</table>
Animal feces on public property

CONTACT

Agency: Bowling Green Police Division - Civil Enforcement
Phone: (419) 352-1131
Email: civilenforcement@bgohio.org
Snow removal on private property

CONTACT
Agency: Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: 419-352-1131
Email: Civilenforcement@bgohio.org

PENALTY
Civil citation plus bill for snow removal.

ENFORCEMENT

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<tr>
<th>Actions</th>
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<tbody>
<tr>
<td>Initial Research</td>
<td>24-48 Hours</td>
</tr>
<tr>
<td>Site Visit</td>
<td>24-48 Hours</td>
</tr>
<tr>
<td>Follow Up Research</td>
<td>24-48 Hours</td>
</tr>
<tr>
<td>Findings / Written Report</td>
<td>24-48 Hours</td>
</tr>
</tbody>
</table>

CORRECTION
Remediation or abatement of the violation is required within 24 hours after snowfall. Typical time for remediation or abatement is 48 Hrs. Follow Up visit by agency within 48 hrs. after snowfall event.
Pods/RVs, boats, or trailers on private property

CONTACT
Agency: Bowling Green Police Division
Person: Civil Enforcement Technician
Phone: 419-352-1131
Email: Civilenforcement@bgohio.org

PENALTY
Civil citation.

ENFORCEMENT
Actions
Typical Time
Response within 24 hrs. if reported Monday-Friday, 48 Hrs. if on the weekend.

CORRECTION
Removal of the pod, RV, boat, or trailer is required within 7 days.
Follow up visit by agency within 24 -48 hrs. after required remediation date.
Missing street signs

CONTACT
Agency: City of Bowling Green – Police Division
Person: Dispatch
Phone: (419) 352-1131

CORRECTION
Will forward complaint to Street Division.