

Town of Trail Creek

211 Rainbow Trail • Trail Creek, Indiana 46360 • (219) 872-2422

TOWN COUNCIL MEMBERS

Jennifer Heath
Brian Vedo
Peter Pizarek
Laura Saenz
Warren Schacht
Crystal Frever, Clerk Treasurer

Dear New Homeowner:

We have recently been informed of your property purchase in Trail Creek. Changes to your account for refuse pick up have been made accordingly. Enclosed are some useful items: Town Information Letter, Recycle Schedule, Town map, and other information. For additional details, please visit Trail Creek's website at in.gov/towns/trailcreek. Trail Creek can also be followed on Facebook at "Town of Trail Creek".

Welcome to the neighborhood. Should you have any questions, please contact me at the number provided above.

Kind Regards,



Crystal Frever
Clerk-Treasurer

TOWN OF TRAIL CREEK

211 Rainbow Trail Trail Creek, IN 46360
Phone (219) 872-2422 Fax (219) 878-1234
Email - townhall@townoftrailcreek.in.gov

Town Website: in.gov/towns/trailcreek Office Hours: Monday thru Friday 8:00 a.m. - 2:00 p.m.
The number to call for EMERGENCIES 911 The NON-EMERGENCY number is 219-879-6700

REFUSE PAYMENT: The Town of Trail Creek has an annual Garbage and Refuse Assessment in the amount of \$268.00.

Starting in 2025, the billing cycle will be changed to quarterly payments (4 payments). The new quarterly payment will be \$67.00, due by 3/03/25, 6/03/25, 9/03/25 and 12/03/25, respectively. This change allows for more manageable payments throughout the year. You will receive bills in February, May, August and November with quarterly payments due the following month. Payment, in full, will be due on or before the due date, by the end of the business day. A 10% late charge will be assessed on the unpaid balance if payment is received after above date. Pay online by visiting our website @ in.gov/towns/trailcreek click on the tab "pay utilities" at the top right corner on the home page. Please note, PayGOV.US charges a 3% convenience fee per transaction.

However, if you prefer, you can make full payment of \$268.00 by 3/03/25 for the entire year. This option remains available for those who would like to pay all at once.

GARBAGE PICK-UP: Per our contract with Borden Waste-Away Service All refuse/rubbish must be properly disposed of in the Gray 96-gallon cart provided to you by Borden Waste-Away/Lake Shore Disposal Service only. If you have the need for an additional 96-gallon cart, you may lease through Borden Waste Away Service. They can be reached directly by calling (574) 293-5001. Garbage pick-up is every Friday unless there is a holiday in that week, then pick-up will be on Saturday. Each resident is allowed ONE large item pick up every Friday, of up to 75lbs. If more than one, you will be charged by Borden directly. Please call Borden Waste-Away Service to schedule your large item pick up 24 hours prior to collection day. Items with Freon, such as refrigerators, freezers, air conditioners and de-humidifiers, will not be picked up unless prior arrangements are made with Borden. For a list of what you can and cannot put out, as well as the 2025 Holiday schedule please visit www.wasteawaygroup.com. Collection for live Christmas trees only will be on the second Monday in January.

RECYCLING: Recycling is collected every other Friday. Services are provided by Borden Waste-Away you can reach them directly @ (574) 293-5001 with issues or questions. For a list of recyclable items or a current recycle schedule please visit www.wasteawaygroup.com as well as our web page or stop in the Town Hall during business hours and pick up a copy.

REFUSE & RECYCLE CART SET OUT: According to Code 32.5, NO TRASH OR RECYCLE CART of any type may be placed out for pick-up earlier than 12 hours preceding the scheduled pick-up day. ALL REFUSE/RECYCLE CARTS must be brought in no later than 8:00 p.m. on the

same scheduled pick-up day. Please remember to leave a large space between your garbage and recycle carts so each truck can get their equipment in between carts to do their pickup.

YARD WASTE: Grass clippings, leaves, sticks, limbs, and branches as well as any other yard debris / green waste should be added to Fridays pick up in a Yard Toter. If a yard toter is needed please call Borden @ 574-293-5001 and ask for a "Yard Toter".

SPRING AND FALL CLEANUP: The Town of Trail Creek Street Dept will be doing a clean-up of leaves in the spring and fall. Those dates are determined by the Street Commissioner. Updates can be found on our website (in.gov/towns/trailcreek) and Facebook page (facebook.com/trailcreek). The street dept will be bringing the leaf machine around to pick up leaves at that time. In a separate pile, you may place any sticks, limbs, and branches for pick up. Please remember NO sticks, limbs or branches are to be mixed in with your leaf pile as they will damage our equipment and the pile WILL NOT be picked up. Also, NO ROCKS OR OTHER DEBRIS that may damage our equipment. Questions may be directed to the Street Dept @ (219)872-4780.

OPEN BURNING: Leaf and brush burning are strictly prohibited. The town offers a cleanup, please see above for more information. ALSO, NO OPEN BURN OF ANYTHING ELSE IN THE TOWN, UNLESS CONTAINED.

STORM DAMAGE: As a courtesy, the Trail Creek Street Department will only collect sticks, limbs and large branches caused by storm damage. The Street Department will NOT be responsible for pick- up of any remains of a tree trimming or trees that have been cut down, removed by a resident, or a tree removal company/contractor, including NIPSCO. It will be the responsibility of the homeowner to have these items removed and disposed of properly.

SEMI-TRAILERS & TRUCK TRACTORS: Parking of all semi-trailers and truck tractors is strictly prohibited within the Town of Trail Creek. **STORAGE OF VEHICLES:** Chapter 20, Section 20.08 (F) of the Town Code permits the storage of mobile homes, trailers, travel trailers, camping trailers, boats, and watercraft, in the SIDE OR REAR YARD ONLY from November 1st until April 1st. AT NO TIME may these items be parked on town right of way. No more than three (3) items may be stored on any one lot.

WRECKED, JUNKED, AND ABANDONED VEHICLES: No person shall park or store any wrecked, junked, or abandoned vehicles on private property within the Town except in a garage or other enclosure so as not to be exposed to public view.

BUILDING PERMITS: Building permits will only be issued to residents/contractors upon the Building Commissioner's approval of the project. It is necessary to obtain a building permit for new construction, additions, and outdoor storage sheds, electrical upgrades, plumbing improvements, exterior doors, windows, siding, driveways, and HVAC. For specific information on obtaining permits or updated building code ordinance, please contact Town Hall, or visit our website @ in.gov/towns/trailcreek. Permits are available to download under "Town Forms" button. Due to drainage issues, the Town Council requires that you notify Town Engineer Haas & Associates, Kenn Krause @ (219) 851-4984 before constructing any form of driveway or

parking area at your residence. You may find our Driveway/Easement Parking Permit Package with all the information and permit paperwork needed available for download under town forms.

PET INFORMATION: Ordinance # 180 requires that all animals be on leashes when walking in the Town. It is unlawful to let animals run loose: this also pertains to cats. As a reminder per our pet ordinance, residents are allowed a combined total of 3 dogs/cats. Dog licenses need to be renewed yearly. Please bring current medical records and immunization information. The fee will be: \$5.00 for spayed/neutered dogs, and \$10.00 for all others. All dogs 6 months and older must be licensed. Owners of unlicensed dogs are subject to a \$1000.00 fine.

OLLIES BARK PARK IN TRAIL CREEK: You may find the complete registration form on our web page or at the Town Hall. The cost is \$30.00 for the first dog and \$10.00 for each additional dog annually. Please see the "Ollies Bark Park Registration" form for park rules and information.

CHICKENS: The town does allow you to have up to 4 hens. Chickens must have a specific coop and not be free range. Also, chickens may not be slaughtered. An Annual permit is REQUIRED to have chickens within the town. Please find our chicken ordinance on our website and permit application under forms.

GARAGE SALE PERMITS: Each resident may have two (2) garage sales per year at the cost of \$5.00 per sale, which will be valid for (3) consecutive days.

HOUSE CHECKS: House checks can be performed courtesy of the Trail Creek Police Department. You may obtain a copy of this format at the Town Hall, or under forms on our website.

NEW RESIDENT: The Clerk's Office is asking residents who have moved into Trail creek to please notify the Town Hall so that billing files may be brought up to date with the new home owner's name and phone number.

****PLEASE VISIT OUR WEB PAGE/FACEBOOK PAGE facebook.com/trailcreek FOR UP-TO-DATE CHANGES THAT MAY AFFECT THE TOWN****

Town Council Members and Clerk Treasurer

Jennifer Heath	Town Council President	(219) 210-9089
<u>Peter Pizarek</u>	Town Council Vice President	(219) 405-2637
<u>Laura Saenz</u>	Council Member	(219) 221-0670
Warren Schacht	Council Member	(219) 448-1444
Brian Vedo	Council Member	(219) 877-4521

Clerk Treasurer

Crystal Frever(219) 872-2422

TO MAKE REFUSE PAYMENTS ONLINE PLEASE SEE OUR WEB PAGE @ in.gov/towns/trailcreek

Facebook page facebook.com/trailcreek

Please note when paying your Refuse Bill online PayGov.US charges a convenience fee of 3% per transaction.

MAP OF THE TOWN OF TRAIL CREEK LAPORTE COUNTY, INDIANA

TOWN OF TRAIL CREEK
COUNTY OF LARIMER

U.S. Hwy 20

TOWN OF TRAIL CREEK
COUNTY OF LAFAYETTE

CITY OF MICHIGAN CITY
TOWN OF TRAVERSE BREEZE

haas & associates
CONSULTING ENGINEERS

Town of Trail Creek
Street Department
INFORMATIONAL Notice

The following are services / collections NOT provided by the Town:

- GRASS CLIPPINGS, Yard Debris, Sticks, Limbs, Branches & Small Logs – use Toter only, pickup is Friday along with trash.
 - Contact Borden if you need a Yard Toter.
- Household Items, Appliances, Wood, Metal, Shingles, Siding, Tires, etc.
 - Contact Borden for a special pickup of these items.
- **EXCEPTION(s)**
 - **STORM DAMAGE**
 - Tree Limbs and Branches only
 - **LEAVES**
 - Aside from established Fall Leaf Collection and Spring Cleanup, LEAVES ONLY may be placed in biodegradable paper bags, and/or placed in Toter for collection year around.

Contacts: **Borden Refuse (574) 293-5001**
 Town Hall (219) 872-2422
 Street Dept (219) 872-4780



Street Commissioner

With Borden's help you can always ensure a spotless yard. Our Yard Waste Collection Service helps you make sure you've always got the best and cleanest lot on the block. Yard Waste Collection is included with your regular trash subscription/service at no additional cost.

- Yard Waste Collection functions similarly to regular trash collection.
- All yard waste must be bagged and placed within your weekly trash collection bin and is collected on your regular weekly collection day.
- Yard Waste cannot be recycled. If you are looking for yard waste removal, subscribe to regular trash service with us or consider composting.

2025 Recycling Calendar



WEDNESDAY 'B'

Observed Holidays

Wednesday Recycling 'B Week' Service Day

(574) 293-5001 ~ (800) 386-3313
www.bordenwasteway.com

Application for a Building Permit

Town of Trail Creek

211 Rainbow Trail

Trail Creek, IN 46360

Phone: (219) 872-2422 Fax: (219) 878-1235

Email: townhall@townoftrailcreek.in.gov

Building Commissioner: Steve Thomas (219) 898-0393 Town Engineer: Haas & Associates (219) 872-9407

Electrical Inspector: Dave Switzer (219) 898-1290 Plumbing Inspector: Paul Foreman (219) 898-6565

HVAC Inspections: Janet Cole (219) 326-6808 EXT-2221

Date: ____/____/____

Address of Proposed Construction: _____

The property owner (or designate) makes application for a Building Permit for the following work to be performed:

Property Owner: _____ Phone: _____
 Address: _____ Email: _____

Name of Builder: _____ Address: _____
 Phone: _____ Email: _____

Proposed Construction Start Date: ____/____/____ Estimated Completion Date: ____/____/____

The following must be submitted with your Application for all construction and for any structure added to the property:

The Applicant will provide a Project Statement of work to be performed showing the square footage of the lot, the square footage involved in the project, and the gross square feet of lot coverage by all structures.

- ____ Two sets of drawings for new construction and two sets of plat survey, sketches/explanation for minor modifications.
- ____ Two sets of site plan with septic and dry well location indicated.
- ____ Required LaPorte County Health Department septic sign off and any additional County, State or Federal permits required.
- ____ Department of Natural Resources (DNR) approval (sign-off letter), if required.
Minimum fee is \$55.00 (fifty-five dollars) per inspection.

Permit Fees – Section: Please select project dollar amount below to determine cost of permit fee.

\$500.00 to \$2,500.00:	\$50.00
\$2,501.00 to \$5,000.00:	\$75.00
\$5,001.00 to \$15,000.00:	\$100.00
\$15,001.00 to \$25,000.00:	\$150.00
\$25,001.00 to \$50,000.00:	\$250.00
\$50,001.00 to \$100,000.00:	\$500.00
\$100,001.00 and above:	@.75 cents per sq. ft.

Information needed for new construction: The gross area of the lot in square feet; the gross area of the lot currently covered by existing structures in square feet; the gross area of the lot that will be covered by the remaining structures and additions or renovations in square feet; the percentage of the lot that will be covered by the remaining structures and the additions or renovations; the total square feet of all renovations to the existing structure; the total square feet of all additions to the existing structure; a clearance letter from the County Board of Health; a clearance letter from the Indiana DNR if the structure is in the floodway; and a clearance letter from the Army Core of Engineers if required.

****ATTENTION****

CONTRACTORS, BUILDERS, AND HOMEOWNERS

PLEASE READ THOROUGHLY BEFORE YOU SIGN A PERMIT.

**IT IS YOUR RESPONSIBILITY AS PERMITTED TO KNOW WHAT CODES APPLY,
TO KNOW THE CODES, AND TO KNOW WHEN TO CALL FOR INSPECTIONS.
FAILURE TO DO SO MAY RESULT IN A WORK STOP ORDER AND OR A FINE.**

**EACH FAILED INSPECTION WILL BE LIABLE FOR AN ADDITIONAL
INSPECTION AND FEE. THE PROPERTY OWNER OR THE CONTRACTOR
SHALL CONTACT EACH INSPECTOR TO ARRANGE INSPECTIONS.**

INSPECTIONS ARE DUE FOR: PLEASE MAKE SURE ALL ARE CHECKED

- 1. Footings (for depth and rebar)
- 2. Foundation Walls and Drains
- 3. NIPSCO Electrical Hookup
- 4. NIPSCO Gas Hookup
- 5. Rough Electrical
- 6. Rough Plumbing
- 7. Rough Mechanical (HVAC)
- 8. Framing
- 9. Final Electrical
- 10. Final Plumbing
- 11. Final Mechanical (HVAC)
- 12. Any Structural Changes (which may include windows, doors, etc.)
- 13. Roof Replacement (ICE AND WATER SHIELD)
- 14. Final Inspection, or as determined by the Building Commissioner
- 15. Driveway and/or off-street parking replacement or installation
- 16. Demo

**Check with the Town Building Commissioner or Town Clerk-Treasurer for any additional
Town Permits required including Permit requirements.**

**UPON COMPLETION OF THE REQUIRED INSPECTIONS, A
FINAL BUILDING INSPECTION MAY BE REQUIRED, AS DETERMINED BY
THE BUILDING COMMISSIONER. UPON SATISFACTORY COMPLETION,
A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.**

Permit Fee \$

Inspection Fee(s)\$

Number of Inspections:

\$55.00 Dollars Per Inspection

Signature: _____

Date: _____ - _____ - _____

(Building Commissioner) Steve Thomas
(Clerk-Treasurer) Crystal Frever
(Town Engineer) Haas & Associates

Signature: _____

Date: _____ - _____ - _____

Contractor or Property

****APPLICATION MUST BE COMPLETED IN FULL ALONG WITH SIGNATURE AND DATE OR IT
WILL BE RETURNED/DENIED****