



Miami
TOWNSHIP
Community of Partnerships

Directory of Services

www.miamitownship.com

■ **Abandoned vehicles:**

The Miami Township Police Department is authorized to provide for the removal of any abandoned "junk" vehicle left unattended upon any street for 72 hours. Any vehicle that is illegally parked, and constitutes a hazard or obstruction to the normal movement of traffic, will be removed.

Owners of illegally parked or unattended vehicles are liable for citation and towing/impound fees. For additional information, contact the Police Department at **433-4400**.

Removal of abandoned vehicles on private property is typically the responsibility of the property owner. For more information, call the Zoning Department **433-3426**.

■ **Accident reports:**

Call **9-1-1** to report an injury related accident. Otherwise, contact the Miami Township Police Department at **433-4400**. Call the Police Records Department, at **433-2301**, for copies of an accident report. Copies of accident reports are available three to five business days after the incident.

■ **Administrator:**

The Township Administrator is appointed by the Board of Trustees and is responsible for administering the day-to-day operations of township government, as well implementing the policies enacted by the trustees. Call **433-9969** to speak with Township Administrator Greg Hanahan.

■ **Airport:**

Wright Brothers Airport is located on State Route 741, south of Interstate 675. For more information, call **885-3662**.

■ **Animal bites:**

Animal bites should be reported to Public Health – Dayton & Montgomery County at **225-4460**, or the Miami Township Police Department at **433-4400**.

■ **Animal control:**

For animal control questions, call the Animal Shelter at **898-4457**.

■ **Block parties:**

The Board of Trustees has approved the general policy of allowing neighborhood groups to conduct block parties – within appropriate guidelines – on public streets. To conduct a block party, one representative of the neighborhood should contact the Community Relations Officer, at **433-2301**.

■ **Board of Elections:**

The Montgomery County Board of Elections is located at 451 West Third Street in Dayton. For more information about voter registration, call **225-5656**.

■ **Board of Zoning Appeals:**

The township Board of Zoning Appeals hears requests for variances, conditional uses, and

administrative appeals. The board meets the first Monday of every month at 7:00 p.m. at 2700 Lyons Road. These are open meetings, and the public is invited to attend. For additional information, call **433-3426**.

■ **Boards and Commissions:**

Township residents are welcome to apply for appointment to any of the following township boards and commissions: Park Board, Zoning Commission, Board of Zoning Appeals, and the Community Foundation of Miami Township. For additional information, call **433-9969**.

■ **Building permits and standards:**

The Montgomery County Building Regulations Department, which issues permits and inspects all building construction, administers all building regulations. For more information, call **225-4622**.

A south satellite office for Montgomery County Building Regulations Department is located at 8190 McEwen Road. For more information on hours of operation or to obtaining a building permit, call **438-2767**.

Zoning Certificates are required for new structures, room additions, decks, swimming pools, hot tubs, commercial tents, sheds, signs, and fences. For information on obtaining a zoning certificate, contact the township Planning and Zoning Department at **433-3426**.

■ **Bureau of Motor Vehicles:**

Two Bureau of Motor Vehicles offices are conveniently located near Miami Township, in:
Centerville, at 108 West Spring Valley Road . **435-5970**
West Carrollton, at 1162 East Central Avenue **866-9511**

Remember – To assure that your tax dollars are dispersed appropriately, please remind the Clerk at the Bureau of Motor Vehicles, you live in Miami Township.

To obtain an Ohio driver’s license, there is a written and driving test. To make an appointment for your driver’s test, contact one of the following offices Tuesday through Saturday:

- Huber Heights, 6134 Chambersburg Road .. **236-1763**
- Lebanon, Route 42 **932-5825**
- Xenia, 601 Ledbetter Road..... **372-6850**

Auto title service is available at the West Carrollton and Huber Heights locations.

■ **Closings:**

The township administration building is closed on the following holidays: New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. If the holiday falls on Saturday, the office is closed on Friday. If the holiday is on Sunday, the offices are closed on Monday. For questions, call **433-9969**.

- **Community Foundation:**
The Community Foundation of Miami Township funds arts, humanities and other related community projects. For more details, call Berman Layer at **433-4035**.

- **Court system:**
Civil and criminal matters are handled through Miamisburg Municipal Court at 10 North First Street. Call **866-2203**. For matters pertaining to Montgomery County courts, call the Clerk of Courts at **496-7213**.

- **Crime prevention:**
The Police Department is concerned with preventing crime and solving problems in partnerships with all township residents. Officers are available to discuss home/neighborhood/personal security, as well as specific topics of concern to residents. Contact the Community Relations Officer, at **433-2301**, for more information.

- **Dead animal removal:**
The township will pick up animals from public property. If the animal is on private property, the property owner is responsible for its removal. For pick up:
 - Township roads, call **866-4661**.
 - County roads, call Montgomery County Engineer’s, **837-2528**.
 - State roads, call the Ohio Department of Transportation garage, **832-1824** .

- **Dogs:**
Ordinances regulate the owning or harboring of vicious dogs. In addition, no person may keep or harbor any animal or fowl and fail to prevent that animal from creating noise of such character, intensity and duration as to unreasonably disturb other residents. To report vicious or noisy animals, contact the Police Department at **433-4400**.

Dogs licenses:
All dogs must wear registered tags. From December 1 until January 31 only, dog licenses may be obtained at the Miami Township Government Center, 2700 Lyons Road. During the remaining months of the year, dog licenses should be obtained from the Montgomery County Auditor. For more details, call **225-4314**.

- **Electric service:**
Electric service is provided to the township residents by:
 - Dayton Power & Light (DP&L), call **331-3900**.
 - Duke Energy, call **800-262-3000**
(southern part of the township).

- **Engineering department:**
The Montgomery County Engineer’s office reviews and approves construction of new subdivisions, industrial and commercial parks, water, storm and sanitary sewers, and all other public improvements. This office also handles all complaints regarding drainage and public and private improvements. For more information, call **225-4904**.

- **Environmental complaints:**
For all complaints relating to environmental issues, call Public Health – Dayton & Montgomery County at **225-4904**.

- **Fences:**
The township has standards for height and materials. A zoning certificate is required for a fence in the township. For more information, contact the township Planning and Zoning Department at **433-3426**.

- **Fire Department:**
The township Fire Department responds to fires and to calls for emergency medical assistance.
 - In an emergency, call **9-1-1**.
 - For non-emergencies, call **433-4242**.
 - Cellular phone users: In an emergency, call **433-4400**.

- **Fire Department permits:**
The Fire Department issues permits for a variety of occupancies and processes. For a complete list of available permits, call the Fire Department headquarters at **433-4242**.

- **Fire hydrant inspections:**
Inspections are conducted once a year to exercise hydrants and check for proper operation to keep the system in working order. For more information, call **433-4242**.

- **Flood zone:**
For questions about flood zones or to obtain a flood plain map, call Montgomery County Planning Commission at **225-4349**.

- **Garage sales:**
Township residents are permitted to have a garage sale for three consecutive days, two times a year. No signs are permitted in any public right-of-way.

- **Garbage pickup (residential):**
Waste Management picks up garbage in cans or totes from township single-family residences. Totes may be rented (for a monthly fee) from Waste Management. Bulk items may be placed at the curb along with your cans, but large-item pickup must be scheduled with Waste Management at least one day in advance of the regular collection day. Tree branches and sticks should be tied in bundles no more than four feet long and weigh no more than 60 pounds. To prevent serious injury or death to children, doors should be removed from appliances. For answers to questions about garbage collection or to request a large item pick-up, call Waste Management Customer Service at **800-343-6047** or email csohio@wm.com.

- **Gas service:**
Gas service is provided to the township residents by:
 - Vectren of Ohio, call **800-909-7668**
 - Duke Energy, (southern part of the township) call **800-262-3000**

- **Hazardous material disposal:**
For disposal of oil, gas, paint, and other hazardous materials, call the Recycle Hotline at **225-4999**.
- **Health Department:**
Public Health – Dayton & Montgomery County is located in Dayton at 117 South Main Street. This department is responsible for the health, welfare, and safety of all area residents. For more information about the services of this department, call **225-4395**.
- **Immunizations:**
Children’s immunizations are available at the Miami Township Government Center, 2700 Lyons Road from 4pm to 6pm the first Monday of each month. For more details, contact the Health Department at **225-4550**.
- **Inspections:**
Montgomery County Building Regulations Department inspects all building structures, plumbing, and electric work. For more information, call **225-4622**.

For fire inspection questions, call the township Fire Department at call **433-4242**.

For nuisance abatement and zoning compliance inspections, contact the township Planning and Zoning Department at **433-3426**.
- **Junk vehicles:**
Junk (unlicensed or inoperable) vehicles may not be left on public or private property. If the vehicle is on private property, contact Planning and Zoning Department at **433-3426**.

Call the township Police Department, at **433-4400**, if the vehicle is on a public road
- **Landlord/tenant questions:**
For assistance with questions, call the Montgomery County Ombudsman at **223-4613**.
- **Leash law:**
The township Police Department enforces all state laws which pertain to animals. Dogs must be “physically confined or restrained upon the premises of the owner” and must be “under reasonable control of a person” at all times, except when engaged in hunting. Contact the Police Department, at **433-2301**, for more information.
- **Leaves:**
For information on the fall leaf pick-up schedule, contact the Miami Township Public Works Department at **866-4661**.
- **Library:**
A branch of the Dayton and Montgomery County Library is located at 2718 Lyons Road, telephone number **227-9567**.

■ **Newsletter:**

The Miami Township newsletter is published twice a year. This publication provides useful information to businesses and residents of the township.

■ **Newspapers:**

One weekly newspaper – the *Miamisburg-West Carrollton News* – is published locally. For more details, call **866-3331**. For information on the daily newspaper, call *Dayton Daily News* at **225-2000**.

■ **Noise:**

The township Police Department responds to noise complaints, including noises of such intensity and duration that they unreasonably disturb the peace and quiet of a residential area. Call the Police Department, at **433-4400**.

■ **Occupancy certificate:**

Miami Township Fire Department requirements are incorporated with the review from the Montgomery County Building Regulations Department, and reflected in the building occupancy certificate. For additional information, contact: the township Fire Department at **433-4242**, or the Montgomery County Building Regulations Department at **225-4622**.

■ **Open burning:**

The following list of guidelines for "open burning" fires--those not built in a charcoal or gas grill, or in the patio chimney-type fireplace.

■ **Recreational fires:**

- May be no larger than 3'x3'x3' in size, and used to cook food (like hot dogs or marshmallows) for consumption.
- If built in a fire ring, must be 50' from structure; 150' from structure if not in a fire ring.
- Only clean, dry, seasoned wood may be burned.
- An extinguishing agent (such as a fire extinguisher, garden hose or shovel) must be on-site.
- Prior Fire Department notification is required: **433-4242**, weekdays from 8 a.m. to 4:30 p.m.
- Call **433-4400** before lighting the fire.

■ **Bonfires:**

- May be no larger than 5'x5'x5' in size and burn no longer than 3 hours.
- Must be 150' from structure.
- Must obtain a permit through the Regional Air Pollution Control Agency (RAPCA): **225-4435**.
- Must obtain Fire Department permit (**433-4242**, weekdays from 8 a.m. to 4:30 p.m.) after contacting RAPCA.
- Call **433-4400** before lighting the fire.

■ **Yard cleanup fires:**

- For large quantity cleanup of twigs, limbs, debris, etc., on farms and larger acreage only.
- Must obtain a permit through the Regional Air Pollution Control Agency

(RAPCA): **225-4435**.

- Must follow RAPCA guidelines.
- Call **433-4400** before lighting the fire.

■ **Parking on unimproved surfaces:**

The township Zoning Resolution, which states that vehicles must be parked on an asphalted or concrete surface, regulates parking on the grass or other unimproved surface. For more information, contact the township Planning and Zoning Department at **433-3426**.

■ **Parking prohibition information:**

- On a sidewalk or crosswalk
- In front of a public or private driveway
- Within an intersection
- Within 10 feet of a fire hydrant
- Within one foot of another parked vehicle
- Within 30 feet of, and upon the approach to, any flashing beacon, stop sign or traffic control device.
- At any place where signs prohibit stopping, standing or parking, or where curbing is painted yellow
- On a township street, by any boat, trailer or recreation vehicle
- In a specified handicapped space, without a special permit.

■ **Planning and Zoning Department:**

The township Planning and Zoning Department is located at 2700 Lyons Road. This department is responsible for guiding land use and development, and the enforcement of zoning and property maintenance. For more information, call **433-3426**.

■ **Police Department::**

The township Police Department is located at 2660 Lyons Road. To contact the department:

- In an emergency, call **9-1-1**.
- For non-emergencies, call **433-4400**.
- By TDD (Telecommunications Device for the Deaf), call **433-4402**.
- For Records/Detectives/ Administration/Community Relations, call **433-2301**.
- To reach the Crime/Drug Hotline, call **434-TIPS (434-8477)**.

■ **Post Office:**

Several post offices are conveniently located in:

- Miamisburg, 240 South Heincke Rd. **866-4551**
- Washington Twp, 7525 Paragon Rd..... **291-1624**
- West Carrollton, 901 E. Central Ave. **859-5163**

■ **Property taxes:**

For information regarding property taxes, contact the Montgomery County Auditor’s office at **225-4326**.

■ **Public Works Department::**

The Miami Township Public Works Department is located at 8580 Miamisburg-Springboro Road. Department personnel service and maintain all township equipment and vehicles, maintain township streets and parks, and are responsible for leaf and snow removal. For more information, call **866-4661**.

■ **Recycling pickup (residential)::**

Funding from a tax levy provides all single-family residences in the township with a curbside recycling program. Blue recycling bins are provided at no cost to residents and should be set out at curbside on the regular trash day.

Recyclable materials, all of which can be combined into one container, include:

- Paper - all newspaper, including all inserts. Take any unread newspapers out of the plastic delivery bags and place newspapers in a brown paper bag or in a separate recycling container.
- Cardboard - corrugated cardboard, cereal boxes, shoe boxes, detergent boxes. Flatten boxes.
- Glass - all colors of glass containers from home use. Rinse containers and dispose of lids.
- Plastic - #1, 2 and 6 pop bottles, milk and water jugs, detergent containers. Rinse containers and dispose of lids.
- Metal - all tin food cans, aluminum and bi-metal beverage cans. Remove all food residue, rinse and remove labels, if possible.
- Polycoated paperboard - milk cartons, refrigerated juice cartons (including those with plastic tops) food or beverage containers with “gable” tops, and brick-shaped drink boxes. Rinse.

For questions or additional information about the recycling program or to order a recycling bin, call Waste Management Customer Service at **1-800-343-6047**.

■ **Right-of-way:**

The right-of-way is a strip of land owned by the township, county, or state, which usually includes the roadway, the land between the roadway and the sidewalk, and six inches behind the walk, or the street and the utility poles. No signs, including garage sale or real estate signs, may be posted in the right-of-way.

■ **Road resurfacing program:**

Road construction and resurfacing are coordinated through:

- Miami Township roads:**866-4661**
- Montgomery County roads:**837-2528**
- State of Ohio (ODOT) roads:**832-1824**

■ **Sanitary sewer service:**

Most of the sanitary sewers in the township are serviced by the Montgomery County Sanitary Engineering Department. For billing information or to report emergencies, call **781-2678**. For billing information in Chautauqua, call **746-9921**, or to report emergencies, call at **746-5001**.

■ **Street signs:**

Signs – placed to control or guide traffic – are installed, maintained and repaired by the township Public Works Department, **866-4661**, except for:

- Signs on county roads are administered by the County Engineer’s office, call **837-2528**.
- The Ohio Department of Transportation (ODOT) administers signs on state highways and interstates, call **832-1824**.
- Signs on private property, which are administered by the township Planning and Zoning Department, call **433-3426**.

■ **Water service:**

Water service is provided to township residents by:

Montgomery County.....	781-2500
Miamisburg Water Department	847-6460
Jefferson Regional Water Authority.....	866-0002
Franklin City.....	746-9921

■ **Yard Waste & Organics Collection Program:**

On April 1, 2010 Waste Management began a new Yard Waste / Organics Collection Program. This program replaced the brown paper Waste Management yard waste bags. Two options are available to Miami Township residents. For more information on cost or to begin this service, call **800-343-6047**.

■ **Zoning Commission:**

The township Zoning Commission reviews land use issues and zoning for new development, redevelopment, and approves site development plans. The commission meets on the third Tuesday of each month at 7:00 p.m. at 2700 Lyons Road. These are open meetings, and the public is invited to attend. Call **433-3426** for more information.

■ **Zoning regulations:**

The Planning and Zoning Department administers township zoning. The Zoning Resolution and Property Maintenance Code have been posted on our website and are available at www.miamitownship.com under Planning/Zoning.

■ **Zoning inspections:**

Miami Township employs a zoning inspector who does routine residential and business inspections. The inspector also responds to resident calls reporting violations. If the inspector finds there is a zoning regulation violation, a letter of notice, which explains the violation, is sent to the property owner. Call **433-3426** for additional information if you receive such a letter and do not understand the reason for it.

TOWNSHIP SERVICES PHONE NUMBERS

Emergency medic, fire or police 9-1-1

Fire Department
Fire Headquarters (non-emergency).....433-4242

Planning and Zoning Department.....433-3426

Police Department
Police Headquarters (records)433-2301
Police (non-emergency)225-4357
Police Hotline (TIPS).....434-8477

Public Works Department866-4661

TDD (Telecommunications Device for the Deaf).....433-4402

Township administrative offices433-9969

COMMUNITY SERVICES PHONE NUMBERS

Auto License Bureau
Centerville435-5970
West Carrollton.....866-9511

Board of Elections (Montgomery County).....225-5656
Building Inspection (Montgomery County)225-4622

Court systems
Miamisburg Municipal Court.....866-2203
Montgomery County Clerk of Courts496-7213

Cox Arboretum.....434-9005
Dayton and Montgomery County Library227-9567
Engineer’s Office (county-maintained roads)837-2528

Garbage (Waste Management) 1-800-343-6047

Gas and electric service
Dayton Power & Light.....331-3900
Duke 800-262-3000
Vectren of Ohio..... 800-909-7668

Help Link (24-hour information – referral service)225-3000
Humane Society.....268-7387
Miamisburg Pool 866-4532 or 847-6680

Directory of Services

“A to Z”

Ohio Utilities Protection Service 800-362-2764
 (“Call before you dig”)

Ombudsman.....223-4613

Post offices

 Miamisburg866-4551

 Washington Township.....291-1624

 Franklin.....746-0303

Property Taxes225-4326

Public Health – Dayton & Montgomery County225-4395

RTA (Regional Transit Authority).....226-1144

Recycling Hotline225-4999

School districts

 Carlisle746-4851

 Miamisburg866-3381

 Valley View855-6581

 West Carrollton.....859-5121

South Satellite Office (County Building Regulations).....438-2767

Water service

 Montgomery County Water Department781-2500

 Miamisburg Water Department.....847-6460

 Jefferson Regional Water Authority866-0002

 Franklin City746-9921