

MILTON TOWNSHIP HIGHWAY DEPARTMENT

2022 HOMEOWNER'S HANDBOOK
IMPORTANT INFORMATION



Gary Muehlfelt
Highway Commissioner

23 W 040 Poss Street
Glen Ellyn, IL 60137

Phone: 630-682-4270
FAX: 630-682-4629

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Milton Township Highway
Department
23 W 040 Poss Street
Glen Ellyn, IL 60137

SAVE THE DATE



MILTON TOWNSHIP
RECYCLING EXTRAVAGANZA

SATURDAY, OCTOBER 1, 2022

AT

MILTON TOWNSHIP HIGHWAY DEPARTMENT
23 W 040 POSS STREET
GLEN ELLYN, IL 60137



Last year's Recycling Event



Milton Township
Serving the Citizens Since 1850

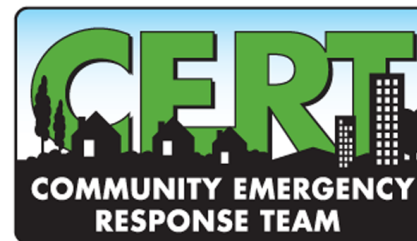
**General Assistance
to help
low-income residents
Rent | Gas | Electric**

S.A.L.T.
Seniors and Law
Enforcement Together

The **S.A.L.T.** Communicator



Transportation for Seniors
& Residents with Disabilities



**Township
Food Pantry**



**Milton Township
Cemeteries Authority**
Jewell Grove | 1842
Pleasant Hill | 1848
Saint Stephen | 1852



Consolidated Milton Township/
Glen Ellyn
Mosquito Abatement District

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Q. My driveway apron has sunk and needs repair. Will the Township repair it?

A. No, driveways are the responsibility of the homeowner.

Q. I see my neighbor shoveling snow from their driveway into the street. Is this okay?

A. No, shoveling the snow into the street creates a hazardous condition for the motoring public after it re-freezes. If observed by a DuPage County Sheriff’s Deputy, you could be issued a citation.

Q. I went to the County for a permit for the work I’m doing on my private property and they said I need a permit and bond from the Highway Department. Why?

A. The Highway Department issues permits and bonds to protect the right-of-way during the construction phase of your project. IF there is any damage to the parkway during construction and the damage is repaired, then the bond posted will be returned in full at the completion of the project.

For further answers to your questions, please call our office.



Message from the Highway Commissioner

Dear Resident:

The Milton Township Highway Department is pleased to provide this residents' handbook. This publication is designed to answer your frequently-asked questions regarding the services that the Milton Township Highway Department provides while maintaining approximately 80 miles of center-line roads and residents' permit needs.

Please be sure to mark your calendar for the free services offered to residents during the year. The important ones being Brush Pick-Up dates and the Recycling Event.

Since becoming Highway Commissioner, I have been serving the citizens of Milton Township by maintaining roads and providing many other services.



In the year 2020, the Highway Department adapted to many new policies and procedures to keep the residents and employees safe under new COVID guidelines. The Highway Department is able to issue permits by email while maintaining limited contact.

I am proud to work together with local municipalities and DuPage County to secure the best possible pricing for resources that we need such as road salt and asphalt. I am also proud to have created the Township Road Alliance of DuPage County that assists each other in times of extreme weather and recovery from storms.

I am available by email or by phone if you have any questions, concerns, or suggestions. Be sure to include your name, address, and phone number when calling and we will return your call.

It is a privilege of myself and my staff to serve you.

Sincerely,

Most-Asked Questions for the Commissioner

Q. I'm building a deck, shed, garage, home addition, fence, driveway, roof, etc. Do I need a permit?

A. In most cases, yes. Contact the Highway Department for more information before you start your project.

Q. A tree is down across my street blocking traffic. Whom do I call?

A. Call the Highway Department; we will have someone come out and remove it as soon as possible. If it is after regular business hours and is an emergency, contact the DuPage County Sheriff's Department and they will notify the Highway Department.

Q. Whom do I contact regarding a parking ticket?

A. Contact the issuing Deputy at DuPage County Sheriff's Office at 630.407.2400; or, if you have any questions regarding payment, contact the DuPage County Circuit Court Clerk at 630.407.8600.

Q. I came home and there were different colors of paint marked on the parkway in front of my home. Why?

A. In most cases, this is J.U.L.I.E. The utility companies in your area are locating underground utilities for a project.

Q. Can I park overnight on the street in the Winter?

A. In 1997 and in 2005, ordinances were put into place for No Parking to help our winter operations. If you do park, and observed by a DuPage County Sheriff Deputy, you could be issued a citation.

Q. I'm taking a tree down on my private property. Will the Township come by and haul away the branches and logs?

A. The Township has a Brush Pick up twice a year, please see page 13 for details or it will be the homeowner's responsibility to remove the debris.

Q. My handcrafted mailbox was damaged by the snow plow, will you replace it?

A. The Township cannot be responsible for fancy or handcrafted mailboxes. These should be removed & replaced with a standard post and box during the winter season.

CERT stands for

Community Emergency Response Team



We are an all volunteer, community trained and equipped organization dedicated to responding to and meeting the needs of our citizens during a disaster.

While trained in 21 hours of Homeland Security-based curriculum, CERT members receive all of their training from our own local community Fire, Police, Medical, and Public Works institutions like the Milton Township Highway Department, DuPage County Sheriff, College of DuPage Homeland Security, and Northwestern Medicine medical staff.

Each member received upon graduation a \$130 backpack filled with equipment like hard hat, goggles, and two-way radios. In addition, volunteers are State certified and given a photo ID recognized by all of our local First Responders.



Free classes are offered throughout the year and an application is available on our website at www.milontownship.net. For further information, call 630.668.1616 to ask for the Program Director, or email at cert@milontownship.net.

Over 1200 of your neighbors have been trained in the past 15 years. Please join this worthy and gratifying adventure.



Board Meetings:

Milton Township Offices
1492 N. Main Street
Wheaton, IL 60187

All meetings begin at 7 pm:

February 8, 2022

March 8, 2022

April 5, 2022

May 10 2022

June 14, 2022

July 12, 2022

August 9, 2022

September 13, 2022

October 11, 2022

November 15, 2022

December 13, 2022

Brush Pick Up:

May 2nd and September 19, 2022

Important Phone Numbers

Milton Township:

Highway Commissioner, Gary Muehlfelt 630.682.4270
Supervisor, John Monino 630.690.9036
Town Clerk, Yadav Nathwani 630.690.9036
Trustees, Jeff Castle 630.690.9036
 Andrew Ellis 630.690.9036
 Dan Milinko 630.690.9036
 Joe Soto 630.690.9036

DuPage County Offices:

Main 630.407.6500
 Building Dept. 630.407.6700
 Division of Transportation 630.407.6900
 Sheriff's Dept. Non Emergency 630.407.2400

DuPage County Board 630.407.6023

Village of Carol Stream 630.665.7050
 Village of Downers Grove 630.434.5500
 Village of Glen Ellyn 630.469.5000
 Village of Lisle 630.271.4100
 Village of Lombard 630.620.5700
 City of Naperville 630.420.6111
 City of Wheaton 630.260.2000
 Village of Winfield 630.933.7100

ComEd 800.344.7661
 J.U.L.I.E. 800.892.0123 or 811
 Nicor Gas 888.642.6748
 Illinois American Water 800.652.6987

GOVERNMENTS WORKING TOGETHER



MUTUAL AID
DOWNERS GROVE
ROAD DISTRICT
TORNADO
CLEANUP



BURR OAK ROAD
STORM DRAIN PROJECT

Gary Muehlfelt,
Commissioner

When you dig you need to follow these steps to call J.U.L.I.E.

1: Identify Your Dig Area

Once you've determined where you want to dig, pre-mark the area so the members' locators understand the size and scope of your project. Mark in white.

2: Submit A Request

Contact name, email and phone number

Property address including county, city or township, street and nearest cross street

Type of work and location of project

Include Proper Site Contact

Special instructions about the property or project

Earliest date and time the project will start

The law requires you contact JULIE at least 2 business days before you plan to start excavation. But don't submit a request for work that's more than 14 calendar days in the future. Calls or E-Requests received after 4 p.m. will be processed as if received at 8 a.m. the next business day.

Weekends and JULIE recognized holidays are not considered business days when scheduling. Members' locators may have questions regarding the worksite. Please include a contact that is knowledgeable about the site and the work to be performed.

3. Wait the Required Amount of Time

Two business days

You may not begin your excavation before the dig start date and time listed on the notice, even if all the underground utility facilities have been marked. State law requires your excavation project to begin within 14 calendar days of the issuance of your dig number.

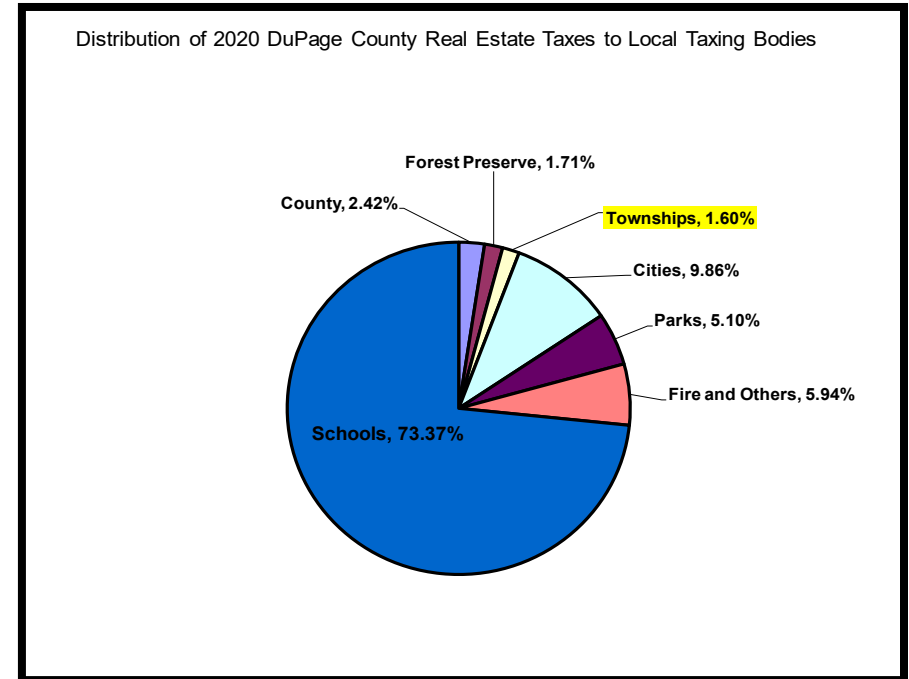
Dig number

You will be provided with a Dig Number that identifies specific information about your locate request. It is important that you retain this number as proof of your contact with JULIE.



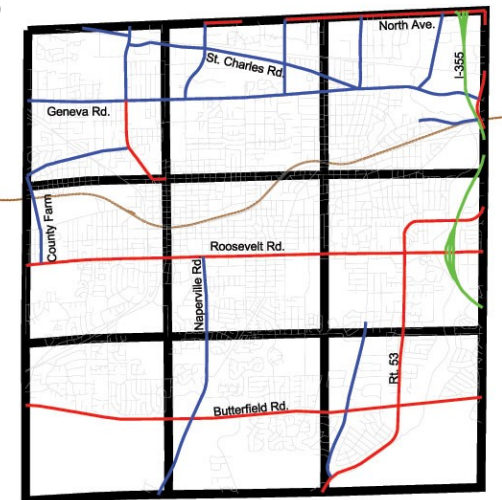
Just where do my taxes go and what am I paying for anyway?

Good question! According to the DuPage County Clerk, **1.60 %** of DuPage County real estate taxes go to Townships.



Milton Township Boundary Map

The Highway Department maintains approximately 80 miles of center line roads with seven full-time staff.



I hear the same battle cry all too often, it goes something like this:

If we want to begin to address the financial crisis in Illinois, let's consolidate local government taxing bodies. In *The State Journal-Register*...the Better Government Association lamented in their opinion piece "Time to bite the bullet on consolidation" the large number of local Illinois taxing bodies, calling for consolidation while urging readers to "think of the pension liabilities."

I believe the motivation behind this call for consolidation is pure and well-intended, but I disagree with some of the key promised outcomes.

Here's why:

An analysis by public policy researcher Wendell Cox discovered that in Illinois, smaller, local governments have a cost savings of nearly 50 percent more per capita than larger governments. Townships are cost-conscious and find ways to keep overhead low. Much of the township cost savings come from salaries — for example, township salaries are 40 percent lower than state workers' salaries.

Plus, townships much more frequently save money by employing a more cost-conscious, part-time labor force, which limits the need for related benefits such as pensions. Allow me to emphasize that last portion. By maintaining 71,000 miles of roads and bridges, assessing real estate, and providing important social services at the township level instead of hiring more city, state, or county workers, the result is that salaries are lower, the workers are often part time, and ultimately result in a more limited number of publicly funded pensions. Most seem to agree that the services rendered by township employees are necessary, so I assert that taxpayers would pay more, not less, by hiring more super-sized government employees to replace a more lean, dedicated township workforce.

At what level should the call for consolidation of local government stop? Should we examine the elimination of aldermanic wards because we have cities, or consolidate towns because we have larger counties? The argument would never end until we had one central unit of ineffective, disconnected government remaining.

It's easy to look at the state's high numbers of taxing bodies and think that townships are just another reason for Illinois' financial crisis, but as the executive director of the Township Officials of Illinois, I can tell you that townships are an extremely efficient and cost-effective unit of government.

Government works best when it is closely connected and accountable to its constituents. Townships are a great fit for that motto, and we look forward to continuing to educate all of Illinois about it.

BRYAN E. SMITH
Executive Director



Block Parties

Advance notification is required when planning a block party. Residents assume complete responsibility for this activity which includes notifying the DuPage County Sheriff's office as well as the appropriate Fire Protection District. At all times residents who live in the area must have access to their property. Barricades are available at the Highway Department. A deposit may be required when picking up the barricades and will be returned when barricades are brought back to the Highway Department. The Highway Commissioner will be glad to attend, scheduling permitting.

Homeowner's Associations

Please keep us informed of any changes of your Homeowner's Association Board members.

Sump Pumps

The Township has an Ordinance, # 0-97-04, which prohibits the discharging of sump pumps and drain tiles into the road right-of-way. These should terminate a minimum of 10' back of the property line—on private property.



Mailbox Installation Guidelines

The following Postal Service guidelines apply to the installation of a rural style mailbox on a post in front of your home.

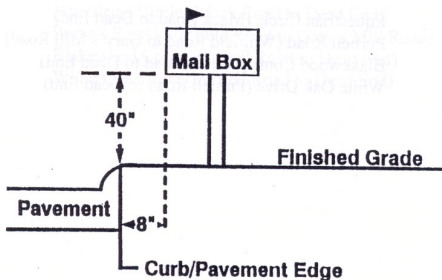
The bottom of the mailbox should be forty (40) inches above the ground. The front of the mailbox should be eight (8) inches in from the back of the curb or edge of the road or shoulder. Posts should be 4 x 4 inch wood posts or a two (2) inch thin-wall steel pipe. Not acceptable are mailboxes closer than eight (8) inches or protruding into the street. **Not acceptable are posts larger than 4 x 4 such as railroad ties, mailboxes in brick piers, I-beams, etc.** The Township does not support brick or masonry mailboxes.

Snow removal for mailbox approaches is the responsibility of the homeowner when mailboxes are not installed according to the guidelines.

If installed properly and the mailbox and post is damaged by Township equipment when snow plowing, we will replace it with a "standard" 4 x 4 wood post and support. Mailbox replacement is the standard box, model 1C. If the post is damaged but can be repaired, it will be repaired. Not all mailbox damage is from the Township equipment. **Old, rotten, rusted through posts, or vandalized boxes are not the Township's responsibility.** If the mailbox does not conform to the above guidelines, the Township will not be held responsible for any damage.



Typical 4 x 4 post & mailbox Replacement by Township



Road District



Gary Muehlfelt,
Highway Commissioner

Gary Muehlfelt, as Highway Commissioner of the Milton Township Highway Department, maintains the right-of-way of many streets in all unincorporated areas for residents and all those driving on unincorporated roads. The Highway Department does not maintain state, county, municipal or private roads. With a few exceptions, that right-of-way is 66 feet wide, or 33 feet from the center of the street to the property line.

Within that 66 feet, the Highway Department assumes many responsibilities. Among these are the following maintenance responsibilities:

- Asphalt Patching
- Asphalt Resurfacing
- Drainage
- Gravel Shouldering
- Road Striping
- Roadside Mowing
- Litter Pick Up
- Tree Trimming
- Winter Snow & Ice Removal
- Traffic Control Signing

The Township also offers these additional services:

- Scheduled Brush Pick Up
- Street Sweeping
- Wood Chip Program
- Underground utility markings for J.U.L.I.E. Program

Your Highway Department is equipped to handle most of these duties and to contract some with private enterprise. We have excellent intergovernmental cooperation with the municipalities in and around township boundaries. Manpower and equipment are often exchanged to make all of us more efficient.

Providing these services as your local government, the Highway Department works to protect our environment and ensure removal of public safety hazards on our roads.

The following pages will detail the scope of the Highway Department, how its various programs works, and how you, the taxpayer, can assist us and benefit from our services.

Government Working Together

Commissioner Gary Muehlfelt and the Milton Township Highway Department maintain a good working relationship with **DuPage County, DuPage County Sheriff's Office, and the Cities, Villages, Park Districts, Fire Departments and School Districts** throughout our community. The Milton Township Highway Department was instrumental in getting all **nine townships** into an intergovernmental agreement with DuPage County DOT to secure the best possible price for bulk rock salt.



*Wheaton Sanitary District -
Northside Interceptor—Sewer Replacement
Armbrust Ave. & Ellis Ave.*

The Township has worked with DuPage County Stormwater Management to resolve drainage issues in the southeast section of the Township. The Township also works closely with the school districts throughout our Township and addresses their concerns as needed. The DuPage County Sheriff's Office works closely with the Township to keep our streets safe for all who use them and responds to the Township's needs in a most efficient way.

Garbage Cans

Garbage cans should be placed off the road and on your driveway to avoid being hit by the plow. Prompt removal of empty containers is also recommended.



**CORRECT
PLACEMENT**

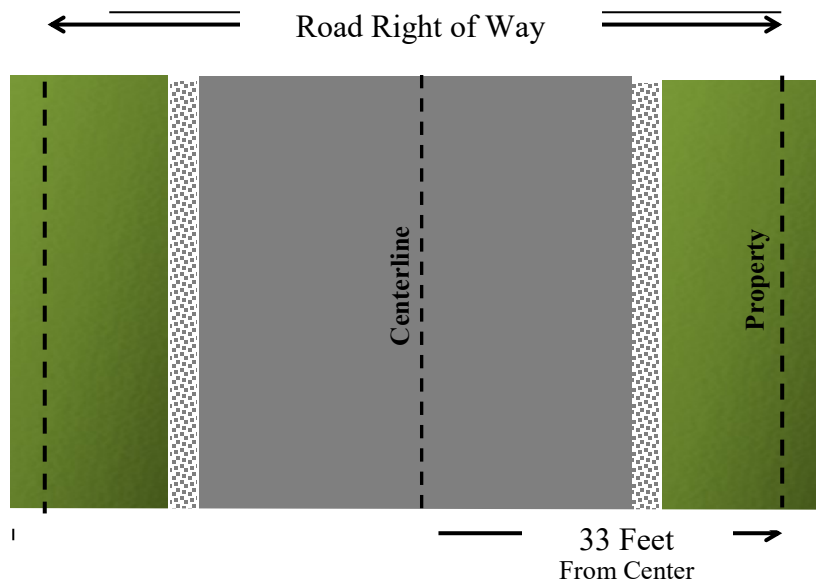
**INCORRECT
PLACEMENT**



Gary Muehlfelt, Commissioner

Parking and Ordinance Violations

The DuPage County Sheriff's Department enforces these Ordinances.



**Example of most Township's Road Right-of-Way.
Call to get the Road Right-of-Way of your street.**

Parking Violations will be issued to vehicles and/or other equipment parked on Township roads or the road right-of-way. The \$50.00 fine can be paid by mail in the envelope provided or in person at the DuPage County Clerk of the Circuit Court, 505 N. County Farm Rd., Wheaton, IL 60187.

Township road right-of-ways are not to be used for parking of trailers, boats, campers, dumpsters, etc. These must be stored on homeowner's property.

Vehicles which are marked "For Sale" are also not allowed to be parked on Township Road Right-of-Way.

Government Working Together—continued

The Fire Districts, working with the Township, have ensured that new subdivision streets built in Milton Township accommodate the larger fire fighting equipment used today during fire and rescue events and that parkway trees are trimmed to a height sufficient to accommodate this new and larger equipment.



An on-going example of this governmental partnership can be seen between the County and the Township, as the County moves forward with the conversion of their well water systems to Lake Michigan water. Through the combined efforts of the County and Township, DuPage County is completing this conversion in

the fastest and most economical fashion available, to ensure a safe and reliable source of water for the residents of Milton Township.

The Township is also continually working with DuPage County to bring long needed sanitary sewer and water service into unincorporated areas of the Township. Residents in some of the unincorporated areas have petitioned the County for these utility services. Once petitioned, the Township and the County then work together to provide these requested services to the Milton Township residents.

Through the formation of special service areas, the residents can elect to receive the services they need. Government working together can and does make this happen.

Looking Out for the Environment

Milton Township is the first Township in DuPage County to begin using a Geo Melt/Beet Juice product along with its de-icing program. In 2018 we updated an eco-friendly anti-icing/deicing fluid called SC117. This product is the next generation liquid after beet juice, provided by SNI, Inc. which developed it. SC117 can be used to treat roads before storms (anti-ice) or applied to the salt at the back of the truck (prewetting). We stress the corrosive reduction and environmentally sensitive aspect because of the rising cost of the infrastructure. Our roads and bridges are susceptible to erosion and decay which also helps extend the life of our vehicles. Using sensible products like these saves valuable dollars in the future. The costs are comparable with other liquid de-icing methods while protecting our valuable water resources. Milton Township started a program that has “NO DUMPING—DRAINS TO RIVER” symbols painted at storm water drains throughout the Township. This symbol is intended to remind the residents that it is not only illegal to dump anything into a storm drain but it is also hazardous to the environment.

Milton Township has been working with DuPage County to implement best management practices for stormwater runoff. The Township, along with DuPage County, has been identifying the locations and outlet of drain pipes throughout the Township to get a better idea of the source and destination of the water flow.



Parking Ordinances

There are several No Parking Ordinances in effect in unincorporated Milton Township that prohibit parking on roads or the road right-of-way. Parking violations will be issued to vehicles and/or other equipment parked on township roads or the road right-of-way where posted. Even if a particular street does not show a posted sign, it is under the parking restriction posted at the entrance of the subdivision.

WINTER NO PARKING BAN

(Ordinance # 0-97-14)

There is a Winter No Parking Ban on all Township streets from December 1st to April 15th from 2:00 AM to 6:00 AM.



No Parking is permitted when 2” of snow is predicted by the National Weather Service.

The Township will post an area by subdivision using a sign similar to the one shown above. Streets that lead into a subdivision will be posted with this sign and/or the **No Parking Ordinance applies to all streets within that subdivision.** Vehicles parked in violation are subject to being ticketed.

Permits - continued

It is important that the Highway Department be notified at least one week prior to the scheduled date of driveway improvements. **The drainage ditch and condition of the existing culvert will be evaluated.** If it is determined by the Township inspection that the driveway culvert needs to be replaced, it is the homeowner's responsibility to replace the culvert and at the homeowner's expense. To avoid having a newly paved driveway disturbed and forfeiting your bond money this should be completed before any driveway improvements have started.

Driveway lights and sprinkler systems cannot be installed in the parkway. They should be installed within the confines of your property. **Damage to unauthorized installations are the complete responsibility of the homeowner.**

Unauthorized work may be removed and charges for the work will be assessed to the homeowner.

Commercial Permits

Rate determined at time of request in the amount of the improvements in the parkways.

Waivers

A homeowner could obtain a waiver for certain improvements, such as installation of a generator, sprinkler system or shed w/o concrete slabs.

This is only a guide and is not all inclusive. **Permit fees are subject to change.** Any expenses (such as lawyer fees, restorations of right-of-way, removal of unauthorized drainage pipe, bank charges for returned checks, etc.) incurred by the Township due to any issue involving a permit are the responsibility of the obligor designated on the permit/bond. Please contact the Highway Department for further information.

Looking Out for the Environment - continued

Milton Township, following the guidelines and specifications of the Illinois Department of Transportation, has been returning a percentage of recycled material from our paving projects back to the streets of the Township. This not only recycles a good useable product back into the environment but helps cut the cost of our paving projects. Beginning with the 2009 Paving Program, the Township implemented hot in place recycling asphalt pavement rather than removing old asphalt from the project site when cost efficient. The Township continues to use recycled materials per the State's specifications.

Milton Township, as mandated by the Federal Government, has been using a Bio Diesel fuel to operate its trucks and heavy equipment. This blend of fuel costs more, but it burns cleaner and leaves less of a carbon footprint.



Brush Removal Program

Milton Township offers a scheduled brush pick up as a service to residents in unincorporated areas. The Highway Department offers this as a courtesy and is not reimbursed by any other agency or body of government.

We ask for your cooperation with the following guidelines. The Township Brush Pick Up is for the homeowner's convenience. We have a brush chipper designed to chip those limbs and branches that are too large to qualify as YARD WASTE. Our equipment is not designed to grind small twigs and evergreen trimmings. Your garbage service will take yard waste for nominal costs. **IF IT CAN BE PUT INTO A BAG, THEN IT IS YARD WASTE.**



Example of Correct bundling

Brush is picked up two (2) times a year: the **first Monday in May** and the **third Monday in September**. In 2022 these dates will be May 2 and September 19.

It takes approximately one week to cover the entire township for pick up. Brush should be **tied in bundles with twine; DO NOT USE WIRE**. Branches should be no longer than 4 feet in length, 3 inches in diameter and bundles not over 25 pounds. The Highway Department does not accept any yard waste in bags, containers or garbage cans.

Brush should be out no later than 7:00 am on the Monday of the scheduled pick-up.

Permits

ENTRANCE PERMITS CAN BE EMAILED OR PICKED UP IN PERSON. CONTACT THE TOWNSHIP FOR FURTHER INSTRUCTIONS.

Entrance permits are required for all work, except grass cutting, in the parkways and on the Township right-of-way (R.O.W.). Some projects on private property that require a DuPage County permit also require a Township review and a Township Entrance Permit.

Projects requiring County Building Permits but exempt from Township permits and/or bonds are:

- Alarm System
- Sheds w/o Concrete Slabs

If your project requires a permit (see table below) you will need to post a cash bond for the entrance permit:

Residential Permits

- | | |
|--|------------|
| • New & Replacement Driveways | \$1,000.00 |
| • Fences—if any electric, Garages | \$1,000.00 |
| • Room Addition w/new foundations | \$1,000.00 |
| • New Construction | \$2,000.00 |
| • 2nd Floor Room Additions,
In-Ground Pools, Concrete
or Brick Patios, Sheds w/Concrete
Floors, New Roofs & Dumpsters | \$ 600.00 |

The bond is fully refundable, upon completion, provided no damage is found in the parkway. Should there be damage to the ditch, sidewalk, curb, the shoulder or road that is not corrected, we will make repairs and deduct the cost from the bond. It is the homeowner/contractor's responsibility to apply for the refund of bond money. Bond releases are subject to weather conditions during the winter months. Under no circumstances is the Township Road pavement and/or Right-of-Way to be used for dumping of materials.

Street Sweeping

The Highway Commissioner, in response to numerous concerns regarding flooding in the unincorporated curb and gutter areas of the Township, has started a fall sweeping program. Beginning in September or as the leaves begin to fall and create drainage problems, the Highway Department will sweep the streets in the curb and gutter areas of the Township.

This program is intended to help eliminate flooding in flood prone



areas of the Township. **This is not intended to be a leaf pickup program.** This also keeps the leaves from deteriorating and freezing in the curbs, destroying pavement and curbs and

gives us all a cleaner community. Further, this helps prevent storm-water runoff polluting our waterways.

In the spring, the Township will be sending the sweeper out into the curb and gutter areas of the Township to clean up any

debris which has accumulated along the curb lines during the winter months from the de-icing program.

The Township has an ordinance that prohibits the raking of leaves into the street and asks that homeowners DO NOT rake leaves into the street. Failure to comply with this ordinance could result in a fine.



Brush Removal Program - continued

Wood Chip Program

Contact our Highway Department office for free delivery of wood chips when available.



Storm Damage

After a severe storm, the Township **MAY** start storm debris pick up to clear roads and right-of-way of trees/branches.

Any tree damage from private property is the homeowner's responsibility. The Township will pick up tree debris in the street from parkway trees within 48 hours from the end of the weather event. Do not



place private tree debris on parkways until homeowner has scheduled a pick up from a contractor. This helps keep ditches clear for drainage and neighborhoods looking nice.

Do not get near a tree entangled in any type of wires. Call your local fire department or DuPage County Sheriff's Office. DO NOT LEAVE TREE DEBRIS FROM PRIVATE PROPERTY ON RIGHT-OF-WAY as removal of all private property tree debris is the responsibility of the homeowner.

Tree Removal and Trimming

The Township trims trees on the parkway as needed. All trimming is done at the discretion of the Township. As much as we would like to accommodate the request of the homeowner to be present during the trimming, that is not always possible. Dead trees and storm damaged trees on the parkway are also removed by the Township. If a tree needs to be removed, the Township will also remove the stump.

The Township does not replace trees that are removed. Please see following page for Parkway Tree Planting specifications. Special requests for tree trimming will be noted, but the Township tries to trim a subdivision at one time to conserve time and fuel.



Culverts and Ditches

The Township does ditching and driveway culvert replacement as needed, in most cases, at no cost to the homeowner, once the street has been accepted into the Township road system. It is crucial that homeowners keep leaves and debris away from culverts for proper drainage.



Sidewalks

The Township offers a cost share program with the homeowners for the replacement of sidewalks. Sidewalks will not qualify for replacement for cosmetic reasons. Call the Township for an inspection if you think your sidewalk needs repairing.

Our budget is small, so please call early to get in on this program.

Snow and Ice Control - continued

Our crew does not intentionally “plow in” your driveway nor aim for your mailbox. Because our snowplows are of the same side delivery design as those of all other municipalities, snow is discharged toward the road edges and inevitably into driveways. If possible, delay the time you clear the driveway until the plows have cleared your street. **Please do not shovel snow from your driveway into the street; doing so creates a hazard when it refreezes to the pavement.** As much as the Township would like to assist homeowners clearing the ends of their driveways, the Township does not have the manpower to provide this ser-



Occasionally heavy slush discharged from a plow will knock down a mailbox. Most mailboxes, if properly placed and installed, will withstand heavy slush. **The Township will not be responsible for damage to improperly placed or neglected mailboxes.** If your mailbox meets specifications and is damaged as a result of our work, contact this office for a replacement. If you have an expensive mailbox, you may want to remove it for the winter months. The Township cannot be responsible for decorative or hand crafted mailboxes.

Parkway Tree Planting Standard Milton Township Highway Department Planting Requirements

No new trees shall be planted until dead trees and stumps have been removed from parkway. No trees shall be planted in right-of-way under the jurisdiction of the Township without having first obtained a permit from Milton Township Highway Department.

All trees planted by permit holders within the parkway areas must have a minimum trunk diameter of two inches. Diameters shall be as measured 6 inches above finish grade. All trees must be first grade nursery stock with straight trunks and full, well developed crowns.

The permit holder shall complete a [Parkway Tree Planting Permit Application](#) for approval by the Township.

Trees in the parkways shall be spaced approximately 35 feet apart and 10 feet off adjoining lot lines. A maximum of one tree per address, three trees on corner lots, including existing trees.

Trees in the parkway shall not be planted within 20 feet of utility poles or street lights, or within 10 feet of driveways, fire hydrants, or **utility service lines below ground.**

Trees must not be planted in the parkway within 30 feet of the intersection of the corner property lines adjoining the street right-of-way. This is to avoid sight distance problems at street intersections.

Location of trees shall be centered in the parkway between the curb and sidewalk. Trees shall not be planted within (4) feet of any sidewalk or curb. No trees shall be planted in parkways with less than eight (8) feet in width as measured between the sidewalk and back side of curb. **No trees shall be planted in right-of-way with ditches.**

Trees which will exceed 20 feet in height at maturity shall not be planted under overhead utility lines.

Township Approved Parkway Trees

COMMON NAME

American Hornbeam
Catalpa
Gingko, male only
Hackberry
Hickory
Honeylocust

Kentucky Coffee Tree
Linden (Basswood)
London Plane Tree
Maple (except silver and boxelder)
Oak (except pin oak)
Pioneer Elm
Purple Leaf Plum

Sweetgum

SCIENTIFIC NAME

Carpinus Caroliniana
Catalpa spp.
Gingko biloba
Celtis occidentalis
Carya spp.
Gleditsia tricanthos

Gymnocladus dioica
Tilia spp.
Platanus acerifolia
Acer spp.
Quercus spp.
Ulmus Pioneer
Prunus
Liquidamber
Styraciflua

Township Non-Approved Parkway Trees

Ash, Box Elder, Cottonwood, Poplars, Siberian Elm, Silver Maple, Sumac, Willows, fruit trees and trees with thorns, Evergreens, shrubs or hedges shall not be planted in Township right-of-ways.

The permit holder shall assume all responsibility for damage to utilities for trees and shrubs which are planted over utilities. Trees to be planted under utility lines, the homeowner will need to contact the Highway Department for more information.

Snow and Ice Control

Milton Township begins salting when the snow starts to accumulate and traffic safety is affected. In 2007, the Township began using a salt and beet juice blend of de-icing materials to provide more traction and help reduce the amount of salt being used and to offset a huge price increase in rock salt.



To aid in snow clearance, the Township has adopted a parking ban on snow routes. There is also a Countywide No Parking ban; you can be fined for parking on the street and/or road right-of-way on snow days. Please do not park on your street if snow is anticipated or if the street has not yet been plowed. Parking on cul-de-sacs, dead ends, turn-arounds and on the street should be avoided when plow trucks are out. Parked cars in these areas prevent the plows from removing the snow properly and/or turning around and such cars are subject to being towed at the owner's expense.

DO NOT push snow from your driveway into the street or over the top of culverts; this blocks drainage during melting and rain events.