



# Welcome to the City of Bel-Nor

## Resident Handbook

*We are happy to have you as a resident of Bel-Nor!*

City of Bel-Nor  
8416 Natural Bridge Road  
St. Louis, Missouri 63121-4550  
314-381-2834 (voice/office)  
314-381-2263 (fax)

website: [www.cityofbelnor.org/](http://www.cityofbelnor.org/)  
Municipal Codes: <https://ecode360.com/BE3760>

Note: City of Bel-Nor Municipal Codes for more details [www.ecode360.com/search/BE3760](http://www.ecode360.com/search/BE3760)

## Introduction

### **Welcome to the City of Bel-Nor!**

The Village of Bel-Nor, a northwestern suburban city in St. Louis County, Missouri, was originally incorporated in November 1937. We became a fourth-class City with a slightly modified form of government in 2015. Our website ([www.cityofbelnor.org](http://www.cityofbelnor.org)) and newsletter (*The Chimes*) list notices, meetings, community events, information about city services, and contact information for city officials. Monthly meetings of the Board of Aldermen are held the third Monday of each month at 7:30 p.m. Everyone is invited to attend these meetings, which are held at the City Hall.

Bel-Nor provides police services, street and sidewalk maintenance, and snow plowing. Some years ago, the City also took over responsibility for maintaining trees in the tree lawns (the strip of land between the sidewalk and street curb).

The City of Bel-Nor and its residents take pride in their homes and properties. In Bel-Nor, the appearance of our city is neat, clean, and orderly. The residents have a commitment to maintaining a quality of life within the community.

To assist in the maintenance and preservation of the current order with the City, city officials have prepared this **Resident Handbook** for information, guidance and reference. This handbook will explain many day-to-day rules and regulations which governs Bel-Nor City life. Our municipal codes govern the information covered in this handbook. Ordinances are in place to protect and preserve order within the City of Bel-Nor, while protecting the rights of all Bel-Nor residents. Also, ordinances provide penalties and fines for violations, prosecutable in The City of Bel-Nor Municipal Court.

The City of Bel-Nor operates a Municipal Division of the 21st Judicial Circuit Court, St. Louis County, State of Missouri. The Court Clerk is available 8:00 a.m. to 4:00 p.m., Tuesday, Wednesday and Thursday, and 8:00 a.m. to 2:00 p.m. on Monday. Court is conducted the first Wednesday of each month beginning at 5:30 p.m.

This handbook does not contain excerpts or summaries of every city ordinance. A complete set of City codes can be located via a link on the city website at [www.cityofbelnor.org](http://www.cityofbelnor.org). A printed copy of our code book is maintained at Bel-Nor City Hall and can be accessed in person.

Please keep this handbook in a readily accessible place in your home.

Note: City of Bel-Nor Municipal Codes for more details [www.ecode360.com/search/BE3760](http://www.ecode360.com/search/BE3760)

## **Helpful Contact Phone Numbers**

<b>Police, fire emergency only</b>	<b>911</b>
Ameren Electric or AmerenMissouri.com/MyChoice	314-342-1000
Bel-Nor City Hall or City Clerk Office/ voicemail	314-381-2834
Fax	314-381-2263
<b>City of Bel-Nor Police Department</b>	
(Main Office)	314-381-2971
Dispatch	636-529-8210
Digging (to prevent damage to underground utility lines)	800-344-7483
Missouri American Water (office)	314-991-3404
Water main breaks (emergency)	866-430-0820
Metropolitan Sewer District	314-768-6260
<b>NAMI</b> ( <i>National Alliance on Mental Illness</i> ) <a href="http://www.namistl.org">www.namistl.org</a>	314-962-4670
Northeast Ambulance & Fire Protection	314-382-1501
Normandy Post Office	314-385-2694
Republic Waste Service (Solid waste removal for trash, recycle, yard waste, bulky items, etc.) Visit <a href="http://www.RepublicServices.com/Account">www.RepublicServices.com/Account</a>	636-947-5959
Spire (formerly Laclede Gas)	314-621-6960
St. Louis County Animal Control	314-615-0650
St. Louis County Older Residents' Program	314-615-4516
United Way Helpline (to receive assistance with emergency shelter, utility bills etc.)	211 or 800-427-4626
UMSL Counseling & Social Advocacy Center	314-516-4613

Note: City of Bel-Nor Municipal Codes for more details [www.ecode360.com/search/BE3760](http://www.ecode360.com/search/BE3760)

## City of Bel-Nor General Information

### **Board of Aldermen Regular Meetings** (Section 110.170)

Regular meetings of the Board of Aldermen of the City of Bel-Nor are held on the third Monday of each month at 7:30 p.m. at the City Hall.

If the third Monday of any month falls on a legal holiday and the regular meeting is not held at the appointed time, the regular meeting shall be held the following day at the same hour or at such other time and date as may be determined by the Board of Aldermen.

- Notice of all regular or special meetings shall be given in accordance with Section 610.020, RSMo.

### **Importance of being a Good Neighbor ....**

As we all know, the City of Bel-Nor has many rules, regulations, codes and ordinances. Bel-Nor strives to ensure everyone recognizes this wonderful and unique neighborhood, as part of its commitment to the community. It is crucial that we all are aware of our responsibilities to our neighbors.

Yet year after year, there are several reoccurring code violations that are a source of problems between neighbors.

Knowing and resolving these problem areas beforehand helps to maintain a good relationship with your neighbors as well as maintaining the housing stock within the community.

This is a diverse community comprised of residents from a broad spectrum of ages, life styles and backgrounds. Some long-term residents in this community have lived in their homes for more than forty years. Some of our neighbors are raising their families in this community and others have chosen it as a place to retire.

We all live in close proximity to one another which requires us to be considerate of one another.



*Improving the quality of life in our community through collective expectations*

Note: City of Bel-Nor Municipal Codes for more details [www.ecode360.com/search/BE3760](http://www.ecode360.com/search/BE3760)

## **FAQ: Occupancy Permits and Inspections**

<https://ecode360.com/32089786#32089786>

Chapter 510: Housing Code Section 510.150 Occupancy Permit

### **1. Who needs an occupancy permit?**

Anyone who is moving into the City of Bel-Nor must apply for and receive an occupancy permit before moving in. This permit is sometimes needed before a mortgage company closes on a home loan.

### **2. What is an occupancy permit?**

An occupancy permit enforces the city's property maintenance code standards by requiring that an inspection be completed to ensure that the house (building) is safe for occupancy. The maintenance code standards not only protect residents' well-being, but also protect financial investments and property values. Occupancy is illegal without an occupancy permit

### **3. How do you get an occupancy permit?**

Applications are made in person at City Hall. There is a fee charged for the application, which is nonrefundable.

Forms of payment accepted are cash, check and most credit cards (Visa, Amex, Mastercard, Discover, etc.) There is a 3% convenience fee for processing credit card payments.

### **4. Who must obtain an inspection?**

Anyone who plans to sell their home or who plans to rent/lease. Homes should be inspected before it is put on the market. Inspections can be arranged by completing an application at City Hall. There is a charge for the inspection per unit.

### **5. What will the inspection cover?**

Housing inspectors check to ensure compliance with the property maintenance codes. These are minimum standards set to preserve the health, safety and general welfare of the public. The inspection includes electrical, plumbing and heating systems as well as general building conditions.

### **6. What happens if the property does not pass inspection?**

If the property fails inspection, correction work will be required to be completed within sixty (60) days. If the work is not completed within 60 days, an occupancy permits **will not** be issued. You must have an approved inspection for an occupancy permit.

# City of Bel-Nor Rules and Regulations

[www.ecycle360.com/BE3760](http://www.ecycle360.com/BE3760)

## **Abandoned Vehicles**

Vehicles on the streets of the City of Bel-Nor must be licensed, registered, and in operable condition, except in emergencies. All property owners, whether residential or commercial, are prohibited from parking unlicensed vehicle(s) on their property, unless such vehicle(s) is in a garage behind a closed door or covered with a proper cover (i.e., no plastic tarps).

Derelict vehicle(s) generally means one that does not operate, or is in such a decrepit condition as to constitute a public safety hazard and/or eyesore. Any vehicle with a license that has been expired for thirty (30) days or more shall be considered a “derelict” making it a public nuisance.

## **Animal Regulations**

Every person who owns or cares for a dog or cat shall have such animal(s) vaccinated against rabies when such dog/cat reaches the age of four months. The maximum number of dogs/cats per household is **four (4)** - any combination may not exceed four (4).

To comply with the regulations of the St. Louis County Health Department, all pet owners have the responsibility of keeping their front, rear and side yards clean and free of all pet droppings, and of any other animal debris that may have a negative effect on public health.

Please consult the City of Bel-Nor Code ([www.ecycle360.com/BE3760](http://www.ecycle360.com/BE3760)) for details and adhere to those restrictions.

No person(s) responsible for a dog within the City of Bel-Nor shall permit the dog to run at large. When a dog is not secured on the resident’s premise, it must be leashed. Cats should also be confined to the owner’s house and not allowed to run loose.

**An animal is considered a “nuisance” if it does any/some of the following.**

1. Cause a disturbance by excessive barking, howling, meowing or other noisemaking.
2. Damages public property or property belonging to a person other than the person responsible for the animal.
3. Impedes refuse collection, mail delivery, meter reading or other public service activities.
4. Soils, defiles or defecates on property other than that of the person responsible for the animal, unless such waste is removed by the person and deposited in a suitable waste container.
5. Without reasonable provocation attacks, stalks or bites persons or other animals.

**Auto Licensing Fee**

Besides meeting the requirements for Missouri vehicle registration, all residents who are owners and/or operators of vehicles in the City of Bel-Nor are required to register such vehicles and obtain a license sticker. Application for registration and stickers are available at City Hall for new residents. Otherwise, the vehicle registration fee is collected annually by St. Louis County, on behalf of the City, via resident’s personal property tax bill.

**The annual vehicle sticker cost for cars is \$5.00 and \$8.00 for trucks.**

**Building Permits**

Most building, demolition and home improvement projects require a building permit. These projects include, but are not limited to, the following: pools, spas, accessory buildings or structures, additions and alterations, decks, gazebos, kitchens and bath remodels, patios, electrical, re-roofs, replacements of furnaces, air conditioners, water heaters.

All building permit applications must have the required information such as construction plans, submit drawings/sketches drawn to scale detailing the work to be done, and a contract signed by the contractor indicating the total cost of the job (including materials and labor) with an explanation of the work to facilitate an efficient and timely permit process. Before beginning any major project, contact the City of Bel-Nor for the verification on the requirements. St. Louis County issues permits for mechanical, electrical, and plumbing work.

Proceeding with work without obtaining a BUILDING PERMIT and displaying the permit on the building window, clearly visible from the street, will result in “Suspension of Work” or “Stop-Work Order” and possibly citation may be issued.



**NOTE: Owners are ultimately responsible for ensuring all proper permit has been obtained;** if your contractor tells you, one is not required, proceed at your own risk!

### **Curb and Street Gutter Areas**

Each resident, owner, lessee and renter of each single-family dwelling is responsible for maintaining private trees, and all other vegetation in the right of way next to their property and curbs. Curbs, tree lawns, sewer grates and sidewalks must be kept free of all unsightly and potentially harmful debris, such as broken glass, tree limbs, discarded cans, leaves, weeds, grass, and trash, that inhibit safe pedestrian use of streets and sidewalks. Keeping these areas clean will enhance the overall appearance of the community. Residents who fail to keep these areas clean may be cited for a nuisance violation.

### **Curfew**

Curfew for minors under the age of seventeen (17) is between the hours of 9:30 p.m. Sunday through Thursday and 11:00 p.m. Friday and Saturday evenings and 6:00 a.m. of the following day unless the minor is accompanied by a parent/guardian.

### **Digging**

Anyone who plans to dig should call 811 or go to the state 811 centers website a few days before digging to request more details, such as location of buried utilities. 811 protects you and your community. If any digging is to be done, call 1-800-344-7483 or 811 to have the utilities company locate underground cable, water, gas and other utility lines to prevent damages. This service is free. Allow 48 hours for this service work to mark the approximate location of such underground lines. An **excavation permit** may be required when work is being performed in the city right-of-way; please check with City Hall prior to starting any work. <https://www.mo1call.com/>

### **Display Number of Home Address**

All principal buildings on any lot in the City of Bel-Nor must display the number of the street address on the front of the building in the numerals not less than three (3) inches nor more than five (5) inches high in such a manner that to be visible from the public street. For the benefit and convenience of police, drivers of emergency vehicles, Post Office and/or others needing to locate a resident, each residence must keep these numbers maintained in good condition, and easily visible both daylight hours and at night (*if needed, the use of a flashlight or spotlight to locate number is acceptable*).  
*Location: Chapter 520 Section 520.050*



### **Dumpsters**

Dumpsters are acceptable but are limited to two (2) weeks on-site. If additional time is needed due to the scope of the construction or renovation work, please contact City Hall for additional days. Dumpsters must be placed on private property only, never on city streets, sidewalks or driveway aprons. Care must be taken by all residents and contractors to protect the city sidewalks, streets, curbs and driveway aprons when dumpsters are being delivered or removed. If damage is done to city property, the resident/contractor will be billed for damage repairs. Contact City Hall for a permit and to pay applicable fees.

### **Excessive Noise & Peace Disturbance**

Residents are reminded that loud noises from the use of television, radios (home or auto), “boom boxes”, etc., including loud talking/yelling, partying, horn blowing - any noises being heard more than fifty (50) feet away from your home are prohibited.

Noisy activities (e.g., mowing the lawn or use of other loud power tools/equipment) are prohibited before 8:00 a.m. or after 9:00 p.m. Monday through Friday; before 9:00 a.m. or after 9:00 p.m. Saturday and Sunday.

### **Firewood**

Any lumber or building materials stored on any lot in the City, must be neatly stacked in rear yard area only. All materials must be at least six (6) inches above grade, including firewood. Firewood in decorative holder may be stored on front porches. Check codes for more details on size guidelines. *Location: Chapter 520 Section 520.040*

### **Garage (Yard) Sale**

Residential garage (yard) sale permits are required and can be obtained at the City Hall. The cost is \$1.00. No more than two (2) sales shall be held at the premises per year. Sales shall be limited to the hours of 8:00 a.m. to 6:00 p.m. of any day and shall not extend in excess of two (2) days.

The City of Bel-Nor participates in an Annual Neighborhood Yard Sale along with the City of Greendale third Saturday in June hours 8:00am-Noon.

### **Grass and Weeds**

Any growth of weeds or grass in **excess of seven (7) inches in height is prohibited**. A citation will be issued if your property is in violation. Front and rear yards should be maintained clear of gum balls, leaves, and other debris. Resident is responsible for clearing leaves, junk, and debris from curbs. The resident is responsible for the maintenance of the “tree lawn” (*the grassy area between the curb and the sidewalk*). All lawn areas, both in front, side, and rear of the property, are to be kept free of leaves, litter and debris.

**Housing Code (Sale or Rent) see Municipal Code Section 510.150 for more details.**

It is unlawful for the owner or lessor of any property, or their agent, to sell, lease, rent or otherwise transfer ownership or possession of real property, or portion thereof, unless a Certificate of Compliance has been issued by the Building Inspector or an approved Occupancy Inspection Report has been completed.

All changes in occupancy - residential or business - require an inspection of the property by the City of Bel-Nor Building Inspector

**BEFORE THE NEW OWNERS OR TENANTS MOVE IN.**

Businesses also require a business license that **MUST** be approved by the Board of Alderman. Owners/potential occupants must complete the application requesting an inspection at City Hall and pay the inspection fee. All utilities must be on at time of inspection.

**Student Housing Inspection (Special Restrictions)**

Due to our close proximity to the University of Missouri-St. Louis, the City has amended the zoning code to regulate “student housing” in single-family residential districts. This is necessary to preserve the character of the City’s neighborhood and welfare of the residents. Properties are required to be maintained in accordance with the City of Bel-Nor Housing Code, Chapter 500

**Occupancy Permit:**

It is unlawful for any person to occupy any property until it has been determined that the property complies in all respects with housing codes and a certificate of compliance has been issued by the Building Commissioner. No certificate of compliance or occupancy permit is issued until all violations has been corrected.

An occupancy permit will be issued for these terms:

- **Owner-Occupied Property.** The term of the occupancy permit for owner-occupied residential property shall be indefinite and shall expire upon a change in the ownership or possession of the property.
- **Residential Rental Property.** The term of the occupancy permit for a residential rental unit is valid for only one (1) year from date of issuance. The obligation of the owner or management company to make application for renewal and housing inspection for compliance.

## **Parking Regulations**

General: parking on City streets is prohibited in the following instances:

1. Within eight (8) feet of a U.S. Mailbox or within fifteen (15) feet of fire hydrant
2. Where the curb or the edge of a roadway is marked with yellow paint
3. To repair or service a vehicle, except in an emergency
4. All vehicles must be on paved driveway or garage (never in the grass)
5. Never block the pedestrian sidewalks
6. Directly across from a neighboring driveway, in such a manner that it will inhibit the normal access to that driveway

## **Forecast of Heavy Snowfall No Parking on Streets**

A parking prohibition will be in effect when there has been a forecast for accumulation of snowfall two (2) inches or more or conditions of freezing rain on the City of Bel-Nor streets. It shall be unlawful to park any motor vehicle on the streets of the City between 10:00 p.m. and 6:00 a.m. when prediction of heavy snowfall is in the forecast. This allows easy access for plowing and salting of the streets

\*\*Note: Vehicles left on the street may be ticketed and/or towed at the owner's expense.

## **Pocket-Parks and Pavilion Rules and Regulations**

*Location: Chapter 241*

1. Park hours: park open dawn to dusk, park closed dusk to dawn.
2. Individual use is allowed. 5 or more people will require a permit.  
Contact City Hall 314-381-2834 for fees and application
3. No loud noise or alcohol permitted
4. No smoking or pets allowed in pavilion
5. No littering allowed at anytime
6. No pets allowed in pavilion; all pet waste must be removed by owner/walker from park area
7. No bicycles, scooters, skating or skateboarding in park or pavilion.

## **Trash, Recycling, and Yard Waste Guidelines**

- The City has a contract with Republic Services for trash hauling/yard waste/recyclables. Each resident, owner, lessee, and renters are required to use this company for their solid waste collection. Qualified seniors 62+ receive a 10% discount, contact Republic Services for more information. Residents must maintain such services at all times by making timely payments.

Contact Republic Services at 636-947-5959 or [www.RepublicServices.com/Accounts](http://www.RepublicServices.com/Accounts) for any questions/concerns or special pickup request.

**TRASH/GARBAGE/SOLID WASTE/RECYCLABLES AND YARD WASTE  
WILL BE PICKED UP BY REPUBLIC SERVICES ON WEDNESDAYS ONLY.**

Holiday schedules may also affect the date of pick-ups.

1. Any solid waste containers, tree limbs, yard waste shall not be placed at the curb until 4:00pm the day prior to regular scheduled collection day. All containers must be removed from the curb no later than midnight of the day of pickup
2. All solid waste containers shall be stored behind the rear line of the property
3. All trash/garbage containers must have lids and boxes broken down  
Yard waste must be in commercial paper yard bags or in a marked trash can  
**NO PLASTIC BAGS** of yard waste are acceptable. Brush/limbs cannot be more than four (4) feet in length, tied and bundled. **NO LOGS** placed at the curb will be picked up. Owners/resident must dispose of logs/firewood.
4. NO mixing of yard waste and trash/garbage in the same container IT'S ILLEGAL
5. Bulk Items: call Republic Service to schedule special collection

**\*\*\*NO PLASTIC GARBAGE BAGS ALLOWED AT THE CURB – MUST BE PLACED INSIDE  
COVERED/LIDDED TRASH CANS**

**Urban Chicken (Hen) Permit Application**

Pursuant to Chapter 205 of the City of Bel-Nor Municipal Code, Section 205.110, a permit is required to raise, harbor or keep chickens (hens) within the city limits of Bel-Nor.

**Standards and Regulations**

1. Chickens **MAY NOT** be kept for commercial purposes. Sales of eggs or chickens are prohibited.
2. Permit for keeping chickens must be renewed every year. **A maximum of 7 chickens (hens) are allowed. No roosters or crowing hens are permitted**
3. No more than one chicken shelter shall be allowed on the property
4. Chickens must be contained on the property identified on the permit application
5. The chicken shelter and enclosure shall be kept in a clean, dry, and odor-free condition at all times. The shelter and enclosure shall NOT be used for storage or other uses unrelated to the keeping of chickens.
6. Permit will be in violation if it creates a nuisance or violates any ordinances of the City of Bel-Nor, including those regarding noise, odor, and solid waste.
7. The chicken shelter and enclosure shall be screened from adjacent properties and from all roadways, public and private, by a fence or vegetative screen
8. Additional requirements related to the keeping of chickens are in the Chapter 205 of the City of Bel-nor Code of Ordinance

Note: City of Bel-Nor Municipal Codes for more details [www.ecode360.com/search/BE3760](http://www.ecode360.com/search/BE3760)

## Sewer Lateral Repair Program Frequently Asked Questions

**Q: Do other cities offer sewer lateral insurance?**

*A: Yes. State law allows cities to establish sewer repair insurance funds, and more than 40 local cities have approved such programs, including St. Ann, Creve Coeur, Overland and unincorporated St. Louis County. Each city determines its own policy and procedures.*

**Q: How much does this insurance cost?**

*A: A maximum annual charge of \$50.00 has been set on all residential single-family homes. This fee is collected annually by St. Louis County as part of your real estate taxes.*

**Q: Who pays to repair a damaged yard or pavement?**

*A: The policy doesn't cover objects in the lateral's path, it is the owner's responsibility.*

**Q: Is there a one-time repair for the homeowner or will the homeowner be covered for multiple breaks?**

*A: There is no clause limiting the number of repairs in our policy; however, one repair job typically ensures an intact line for several years.*

**Q: What is the process?**

- 1. Before the city's insurance policy will cover repairs, the homeowner needs to take a few steps to make sure the sewer lateral is indeed broken, rather than just clogged.*
- 2. Call a licensed plumbing or sewer cleaning service and have them clean the sewer lateral pipe. The homeowner is responsible for the cost of this service call. If the cleaning solves the problem, the sewer lateral is fine. If it does not solve the problem, the homeowner should file a claim with the city.*

The following links provide contact information on master drain layers and plumbers licensed to work in St. Louis County:

<http://www.stlouisco.com/Portals/8/docs/Document%20Library/Public%20Works/code%20enforcement/licenses/plumb/Master-Plumbers.pdf>

- 3. The city will review the claim. The owner must provide a videotape of the inside of the pipe. This videotape will be used to ensure the line has collapsed.*
- 4. Reimbursement not to exceed \$3,000.00 will be paid to the owner using the Sewer Lateral Repair Program. The additional charges are the property owner's responsibility.*

**Q: Is a building permit required?**

*A: Yes, Check with Bel-Nor City Hall to submit the building permit for excavation. Contact St. Louis County Public Works Department to issue the plumbing permit. Both permits must be obtained before beginning the project*

# Welcome to the City of Bel-Nor

We are happy to have you as our neighbor ...



**NEIGHBOR TO NEIGHBOR**

*Improving the quality of life in our community through collective expectations*