



Village of Terrace Park Services

428 Elm Avenue

Website: www.terracepark.org

Forms: terracepark.org > Departments > Village Forms

Community Calendar: <https://www.terracepark.org/community-calendar>

Village Office 831-2138 • TPPD-Non Emergency 831-2137

Official Village Notification System

Terrace Park uses an all-call system called CodeRED for emergency notifications. In addition we send texts and emails for general announcements, like solicitors approved or road closures, through the CodeRED system. Please go to the Terrace Park web site and click on the CodeRED icon to register you and your family. In addition, we post all notices on our website.

Village Website www.terracepark.org

The Terrace Park Village Website is a valuable source of information. It is regularly updated with meeting dates, council minutes, and other timely information. You can find contacts for Village Council and Clubs. You can find all ordinances as well as any form you might need to fill out.

Resident Key Box

You may provide TPPD with a key to your home. In the event of an emergency or a family member is locked out, a key can be retrieved from TPPD's secure key box. Drop by the Village office to complete the Key Log Form (also available online) and submit with a key. On the form, a resident may indicate who is able to receive the key from TPPD. Identification will be checked before any keys are released to those listed on the form.

Vacation Checks

TPPD provides "Vacation Checks" of your property while you are out of town. While on your trip, an officer will check your property and doors to ensure that all are secure. If anything, suspicious is noted, the officer will contact you and the situation can be addressed. To receive a Vacation Check, fill out the Confidential Vacation Report available on the website and in the Village Office. Drop off the completed form prior to your trip.

Community Building, Log Cabin and Village Green Rentals

Terrace Park residents may reserve the Community Building, Village Green or Log Cabin for parties, meetings, and other events.

To reserve the Community Building or Log Cabin, check the community calendar (on our website) and then call the office to reserve your date. Once a date has been determined, fill out a rental agreement and bring that along with the fee of \$100.00. Groups who are exempt from the rental fee include any "religious, educational or charitable organization which has their headquarters in Terrace Park, or any group approved exempt by Council." The Village Green is free of charge; however, if more than 25 people attend or the event will be more than 2 hours, you must rent a porta potty (Rumpke is easiest 851-0122). All trash must be removed from the Green when the event is over. You can take it home or you can put it in the bins behind the Village Office.

Solicitors

The Village regulates solicitors and peddlers in the park. As stated in Terrace Park's Code of Ordinances, any solicitor who is actively selling or promoting a business must obtain a license at the Village office. TPPD has a required form that must be submitted by the solicitor and then background checks are completed. In addition, this 30-day license costs \$25.00. Once approved, Chief Hayhow will present the solicitor with a badge that must always be visible while in Terrace Park and we will send a text/email through CodeRED. If someone approaches your residence to sell or promote anything, make sure they are wearing this badge. If this person does not have an approved badge from TPPD, call the Village office immediately.

This application process does not apply to anyone representing a religious or charitable non-for-profit organization, including political candidates. A license is not required for these individuals.

If you prefer to not be approached by any type of solicitor, the Village office has laminated signs for your front door stating "No canvassers, peddlers, solicitors". To receive one of these signs, stop by TPVO.

Environmental Services

Environmental Services is located across from the Village Green. Acceptable materials must be sorted to conform to the categories described below and deposited in the proper areas for contractor disposal. All yard waste must be from Terrace Park. The following items may be disposed of:

Grass, leaves, small weeds, flowers- to be mixed for composting

Woody Materials-less than 3" diameter-Large Weeds

Logs and Large Brush over 3" diameter, sawed to firewood length and left with the firewood.

Dirt, rocks, and some concrete.

TERRACE PARK REGULATED LOW SPEED VEHICLE-Golf Carts

INSPECTION AND LICENSE PROCESS- *Village of Terrace Park residents only*, contact the Terrace Park Police Department at 513-831-2137 to schedule a regulated vehicle inspection. The inspection will check for headlights, brakes, brake lights, tail lights, turn signals, steering mechanism, windshield, rear view mirror and tires in good condition.

- After a successful vehicle inspection, including showing proof of insurance, you will receive a copy of the TP inspection form and a compliance sticker. **The compliance sticker must be displayed on the front windshield.**
- Take your TP inspection form and your title to the deputy registrar for your state issued license plates.
 - If your vehicle did not come with a title, you will need to obtain one from the BMV.
 - **After** completing the TP inspection process, fill out the APPLICATION FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE – BMV form 3774. You can find it online or we can provide one at the time of inspection. Take your TP Inspection Form and BMV form 3774 to the BMV title office. Each Name on the Bill of Sale must be on BMV Form 3774 -- APPLICATION FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE and BOTH signatures must be signed in front of a notary OR both parties can appear at the BMV Title Office to complete the form and notarizing.
 - The Bill of Sale must have the VIN # of the Golf Cart on there
 - If your Bill of Sale does not show payment of sale's tax, you must pay the appropriate taxes before a title is issued.
- Upon installing your license plates on your regulated vehicle, you may drive within the village limits on roads with a speed limit of 25 miles per hour, provided you are at least 16 years of age **with** a valid driver's license. If you must drive on a road with a posted speed limit of 35 (Wooster Pike), you must exit onto a 25-mph zone at the nearest through street. **No regulated vehicle is permitted west of Wrenwood Lane on Wooster Pike.**
- Regulated Vehicles must be operated in accord with all State of Ohio traffic laws in addition to all applicable sections of the Terrace Park Codified Ordinances.

Miami Grove Parking Permit free for residents -obtained by:

- Sending an email to the police department with your name, address and phone number to hayhow@terracepark.org. Once the information has been verified the permit will be mailed to you.
- Applying in person, at the village office, during normal business hours with the same information and you will receive the permit without any delay.

Notary Service

Documents may be notarized at the Village office. Katie Lyons is a Notary and offers her services free of charge. When a notary signature is needed, please call TPVO on 831-2138 to make an appointment.

Brush and Leaf Pick up

The Village of Terrace Park Maintenance Department picks up brush every Monday and Tuesday. Please put your brush out early as they make one pass every week. Items too small to be picked up with a pitchfork should be placed in paper lawn waste bags for pick up. The maintenance department follows a specific route through the village with the goal of reaching each street at least once per week. Items too large will be picked up by the backhoe after the regular route is finished.

Leaves are picked up in the fall. Our office notifies Village residents through CodeRED, the Village Website and our Facebook page when leave pick up begins and ends. During leaf pick up brush is not picked up. Please do not mix leaves with brush. Leaf piles must be free of rocks, bricks, and foreign material as these items can lead to costly equipment repairs and long delays in leaf removal for the Village. Also, please do not leave piles of leaves in the street.

Recycling and Trash Pickup

As a village service, all residences receive either a large green wheeler or a smaller red bin for RECYCLING. A homeowner must then leave the recycling container when moving from the residence. If you are a new resident and your purchased home did not come with a RECYCLING container, please contact the previous owner and try to retrieve the container. If you are unable to reach the previous owner, please contact the village office at 831-2138 for a replacement.

Homeowners provide their own TRASH containers which can be rented from Rumpke or purchased at a hardware store. Rumpke trash collection is paid for by the village and collected every Tuesday. **Place cans or bags out by 6 a.m. Tuesday, but not before 4 p.m. on Monday.** Yard waste will not be collected by Rumpke.

Also, to properly dispose of hazardous wastes, please visit Hamilton County Solid Waste District's website at www.HamiltonCountyRecycles.org for local drop off sites.

Village Trees

A computerized tree inventory is maintained by the Village of Terrace Park. The information contained in the database includes location, species, size, and condition of over 2500 street trees. The program allows for the tracking of work requests through completion, providing a complete work history of individual trees. All these trees are located in the Village right-of-way and are part of a comprehensive forestry management plan. Both public and private trees are valuable resources and contribute significantly to the quality of life in Terrace Park.

The map on file in the Village Office may help in determining if a tree is part of the urban forestry plan or is privately owned. The rights-of-way in Terrace Park vary from 20-60 feet. By using an imaginary line in the center of the street and measuring half the distance of the indicated right-of-way to the abutting property, you may be able to determine responsibility for a particular specimen.

Terrace Park has been designated a Tree City USA for 40 years in a row. Jerry Frankenhoff- Urban Forester
trees@terracepark.org 831-2138

Village Right of Way-Signage

The Village Bulletin Boards are for government use only. These boards are located on Village property and therefore are regulated under Chapter 1137 of the Zoning Code. The entire Zoning Code may be accessed at www.terracepark.org.

Village Views

The best way to advertise an event in Terrace Park is to write an article for the *Village Views* (email to tpvillageviews@gmail.com), the TP listserv or to put signs in resident yards. For more information, please contact TPVO at 831-2138.

Terrace Park Directory

The Terrace Park Historical Society revised Terrace Park Directories and they are available in the village office. Forms to make sure you are added to the next directory are available in the Village Office. Directories are \$15.00. All proceeds go to TPHS.

Special Information Regarding the Siren

In Terrace Park, the outdoor warning siren signals are tested at noon the first Wednesday of each month.

Steady Tone: A **Tornado Warning** or a **Severe Thunderstorm Warning** during a Tornado Watch
In Hamilton County, the outdoor warning sirens will sound a steady tone for five (5) minutes. Seek safe shelter when severe weather threatens.

Wavering Tone: Enemy Nuclear Attack Warning The outdoor warning sirens will sound a wavering tone for five (5) minutes.

In case of warning sound:

- Turn on TV and radio for emergency information.
 - Seek immediate protection from radioactive fallout in the best available shelter, preferably a basement location.
 - Have available a battery-operated radio and a tone alerting weather radio
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In and Around-Terrace Park Get Involved/Things to do

Terrace Park Emergency Services

In 1944, The Terrace Park Fire Department was founded by a small group of volunteers to protect the residents of Terrace Park. Today, the Terrace Park Emergency Services department includes volunteers for both fire and EMS. Extensive training is provided to all volunteers, and the Village benefits by quick response time to emergencies. For more information about this volunteer opportunity, please contact John Maggard (EMS Chief) at jpmagg3@gmail.com or George Heffner Heffner@terracepark.org.

Terrace Park Garden Club

Founded in 1920, the Terrace Park Garden Club is open to all residents of Terrace Park. Our mission is to promote gardening, further our knowledge of it, and contribute to the community with our five civic gardens and other community projects. Please contact Sue Dolan 576-1802.

Village Views

Our local paper is delivered for free to every home and business in Terrace Park! We are funded by income received from our ads and personal donations, receiving no financial support from the Village. Your donation is tax deductible per IRS regulations. Please contact Steve Early, Editor, tpvillageviews@gmail.com.

Kindervelt #76

Kindervelt is an organization composed of neighborhood or other common-interest groups joined together by a central, city-wide board of trustees. It is the largest auxiliary of Cincinnati Children's Hospital Medical Center (CCHMC) and is recognized as one of Greater Cincinnati's outstanding volunteer organizations. Please contact.

Indian Hill Winter Club

The Indian Hill Winter Club, is a private club, located at 10005 Fletcher Rd, Camp Dennison, OH. The IHWC offers Ice Skating, Figure Skating, Ice Hockey, Paddle Tennis, Curling and Fitness Classes for all ages. www.ihwinterclub.org

Terrace Park Historical Society

The Terrace Park Historical Society was founded in the fall of 2001 and continues to be an integral part of Terrace Park today. The mission of the Terrace Park Historical Society is to foster understanding of and appreciation for the historic heritage of Terrace Park. Please Contact TPHistoricalsociety@gmail.com, 248-1777 or TPHistoricalSociety.org

Terrace Park Recreation Committee

Founded on September 16, 1968 to: "Organize and supervise recreational activities and to provide facilities for such recreational activities." www.tprc.net

Terrace Park Swim Club

Terrace Park Swim & Tennis Club is a private, non-profit swim and tennis club established in 1956 to provide a place for family fun and community involvement. A member-elected Board comprised of club member volunteers governs it. Membership is open to all. www.terraceparkswimclub.com

St. Thomas Episcopal Church

St. Thomas is an Episcopal church www.stthomasespiscopalchurch.org

The majority of TP Listserv members are residents of Terrace Park, but it is not limited to residents nor are members screened. Consider that your message, email address, and signature line become public information. Email is easily forwarded, quoted out of context, etc. The list serve is not managed by the Village office it is managed by a resident. To sign up for the TP listserv go to

<https://www.simplelists.com/tplist/subscribe/>

The TP Listserv is intended for non-commercial activity. Acceptable unsolicited offers and endorsements include yard sales; items for sale including household items, tickets, cars, homes (owned by person posting and not as a commercial venture); babysitting; domestic construction and repair services; students offering part-time or summer work; and fundraisers and events for non-profit organizations in Terrace Park and surrounding neighborhoods. Requesting recommendations and giving endorsements when they've been requested is fine. **TP Listserv is not monitored by the Village Office or TPCD on a regular basis and should not be considered a way to notify the office of an incident or issue.** Please call 513-831-2137 to make reports or requests. Important and official notices are sent through CodeRED, the Village Facebook Page and the Village Website.

Grand Valley

Terrace Park residents have access to the beautiful lake and walking trails at Grand Valley nature preserve. Located in Camp Dennison, just a few short minutes from Terrace Park, Grand Valley was acquired by the Village of Indian Hill in 2002. A former excavation site, the preserve was designed to restore wildlife and provide opportunities for walking, canoeing and fishing. This preserve is strictly limited to Indian Hill residents and Indian Hill Water residential customers, which includes Terrace Park residents. An access key is required and can be obtained at the Indian Hill Administration building 8:00-5:00 Monday-Friday with proof of residency. For more information on Grand Valley www.ci.indian-hill.oh.us .

Annual All-Village Events

Memorial Day-parade and ceremony on Village Green – Monday of Memorial Day weekend- often organized by residents.

Labor Day Festival, parade, garage sale, and 5K – Saturday, Sunday and Monday of Labor Day weekend – sponsored by TPRC

Luminaria & Lighting of the Village Christmas Tree- -- usually the first Sunday after Thanksgiving weekend in December—sponsored by KV#76

Pancake Supper (November)—sponsored by Terrace Park Volunteer Emergency Services