

# Frequently Asked Questions

To serve you better, we have assembled a list of our most frequently asked questions. If you don't find your answer here, feel free to contact City Hall by calling 785-654-2414 or sending an email to [cityhall@burlingameks.com](mailto:cityhall@burlingameks.com).

## **Utility Bill/Court Payments**

### **CAN I PAY MY UTILITY BILL OR COURT FINE ONLINE?**

The City of Burlingame has a website, ([burlingameks.com](http://burlingameks.com)), that allows you to pay your bills online.

- To pay your bill or make a court payment, please click on the link on the left side of the screen called "Payments" or "I want to...." on the banner.
- The Agency Ref# is your utility bill account number or it is your court case number. If you are not sure what the number is, please call City Hall at 785-654-2414.
- Finish completing the questions as they are asked.
- Please note, there is a fee to use service.

## **Code Enforcement**

### **DO I NEED TO REGISTER MY DOGS IN THE CITY?**

All dogs are required to be registered with the city. To register your dog, you must bring proof of rabies vaccine to City Hall. Each dog tag is \$6.00 until March 1. After March 1, the fee is \$7.00 per dog. City tags are helpful if your pet happens to get lost, their tag number allows city hall to provide your home information so that your pet can be safely returned to you.

### **DO I NEED TO REGISTER MY ATV/UTV OR GOLF CART?**

The city requires any ATV/UTV or golf cart that will be driven in the city limits to bear a city issued tag. To purchase a tag, you must provide to the City a hard copy for your proof of insurance and a completed registration form. Cost to register your ATV/UTV or golf cart is \$2.00 per month and \$1.00 registration fee. One-year registration cost is \$25.00. Tags must be renewed each year.

### **ARE THERE ORDINANCES ABOUT VEHICLES?**

Vehicles parked in open areas of the city must bear current registration and be in running/operational condition. Junked vehicles are not permitted to be parked in open areas.

### **ARE THERE ORDINANCES ABOUT GRASS AND WEEDS?**

The city utilizes weed and grass ordinances to help prevent pest infestations, interest from potential criminals, safety, or fire hazards. These ordinances are also intended to help keep our city looking it's best.

Failing to comply with these ordinances may result in a citation being issued, municipal court proceedings and even daily fines being assessed until the property enters compliance.

## **Municipal Court**

### **WHEN IS COURT?**

Court is held once per month on the 3<sup>rd</sup> Friday at 1:30 pm at Burlingame City Hall. Please use West entrance to City Hall.

### **WHAT IS AN ARRAIGNMENT?**

An Arraignment is also known as a First Appearance. This hearing is when you may enter a plea of Not Guilty, Guilty, or No Contest.

### **WHAT IS A DIVERSION?**

A Diversion is an agreement between a court and a defendant. If eligible, a Defendant is given an agreement with stipulations like:

- Have no further violations of the law, pay all fees and fines; and for some offenses the court may require evaluations or classes.
- If the Defendant agrees and completes the stipulated conditions then when the Diversion period of typically 6-12 months is completed, the case is dismissed.
- Not all charges or Defendants are eligible for a Diversion.

### **WHAT IF I NEED AN ATTORNEY?**

The Court has discretion to provide a Court-Appointed attorney to some Defendants. If you are not eligible and need an attorney, the Kansas Bar Association provides resources for finding an attorney on their website: [Need to Find an Attorney? – Kansas Bar Association \(ksbar.org\)](http://www.ksbar.org)

## **Sanitation & Recycling**

### **WHO HANDLES SANITATION AND WASTE COLLECTION IN THE CITY?**

The city contracts with Waste Management.

### **WHO DO I CONTACT FOR LARGE ITEM PICK-UP?**

Call City Hall at 785-654-2414 for a large/bulk item pick-up.

### **DOES THE CITY OFFER RECYCLING SERVICES?**

There is no pick-up offered for recycling items. However, recyclable items can be taken to the receptacle by the Bus Barn. This is a service provided by the County and not the City of Burlingame.

### **WHEN IS CITYWIDE GARAGE SALES?**

Citywide Garage Sales in Burlingame are the first weekend in April and the first weekend in September.

### **WHEN IS CITYWIDE CLEANUP?**

Citywide Cleanup is the Monday -Thursday following the spring Citywide Garage sale the first weekend in April.



## **Building/Demolition Permits**

### **WHEN DO I NEED A BUILDING PERMIT?**

A building permit is required when you are building a Commercial Building, Industrial Building, Single Family home, Multiple Family home and Mobile/Manufactured home in which the following type of work is being completed: a new home, structure remodeling, new fence, new sign, new retaining wall, and structure relocation. The need for a permit is also required if work is being done on the house, garage, utility shed or patio/deck. Finally, a permit is required when work is being completed in zoning districts considered single family, multiple family, mobile manufactured and industrial. A Building Permit Application can be obtained at City Hall. There is also a fee to get a building permit. The fee is listed below:

- Building Permit fee for project less than total cost of \$5000.00 is 3% of project cost up to \$150.00
- Building Permit Fee for project over \$5000.00 is \$150.00
- If a utility line needs to be raised by our city crew the cost is \$10.00 per utility plus a deposit of \$300.00. Refund will be made to applicant should charges not total amount of deposit.
- Letter requesting waiver of utility connection fees needs to be approved by the Council which meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month.
- Request for Utility Service Connections should be returned to City Hall two weeks before service is required.
- Certificate of Occupancy must be signed by Building Inspector before utility services can be connected on a new construction. Please call City Hall at 785-654-2414 for final inspection.

### **WHEN DO I NEED A DEMOLITION PERMIT?**

A demolition permit is required to assist property owners in the demolition of a structure in the amount of half the contract cost up to a maximum of \$750.00.

- The demolition application can be obtained at City Hall.
- There is a fee of \$30.00 per structure that is being demolished. All fees must be paid prior to issuance of an approved demolition permit.
- If work is being done by someone other than homeowner, a proof of liability insurance is required.
- Final inspection must be done by Building Inspector. The Building Inspector will send to the City Clerk a letter indicating demolition of property was completed and approved for the refund.
- Property Owner will need to bring to the City Clerk the demolition application and receipts for the work completed on the property. City Clerk will take this information to the City Council on either the 1<sup>st</sup> or 3<sup>rd</sup> Monday of the month at their meeting to approve the refund. The refund will be issued at the council meeting following the approval.

## **Contractor Licenses**

### **WHAT CONTRACTOR LICENSES ARE REQUIRED**

If you are a plumber or an electrician, you are required to be licensed to do work in the city limits of Burlingame on any commercial or residential property.

- Application available at City Hall
- Cost is \$50 for Electrical or Plumbing License for first year or \$75.00 if you want both electrical and plumbing license

- License must be renewed each year. Cost of renewal is \$25 for either electrical or plumbing or \$50 for both.
- A W9 form must be provided with renewal
- A Certificate of Liability Insurance is required with renewal
- License must be approved by the City Council

## **Cemetery**

### **WHO DO WE CONTACT WITH BURLINGAME CEMETERY QUESTIONS?**

If you have questions regarding the Burlingame Cemetery, please contact Mariah Shultz at 785-471-1297 or Mike Curtis at 785-654-3529. The City of Burlingame does not operate the cemetery.

## **Electronic Sign**

### **CAN I REQUEST A MESSAGE TO BE ON THE SIGN AT CITY HALL?**

The electronic sign is for everyone to use. You can either request a personal message or an organization can announce a community event.

- Complete Electronic Sign Form at City Hall
- Message can be 16 words or less
- Need to know the start date and end date (1 week max) for a personal message)
- Personal message cost is \$10.00. If you wish to include a picture with the message, the cost is \$15.00
- Organization/Community Announcement cost is "Free"
- Payment must be received at City Hall before message will be posted on the sign.

## **Animal Control**

### **WHO DO I CALL FOR A LOOSE/STRAY DOG?**

If you have a loose or stray dog, please call the Burlingame Police Department at 785-304-6929. The police department will dispatch Animal Control.

## **Storage Containers**

### **STORAGE CONTAINERS for Residents**

Residents in Burlingame are not permitted to have storage containers unless it is for a short-term period that must have prior approval by the Building Inspector James Welch.

- A form is available at City Hall for the dates the container needs to be on the property.
- Container must be removed prior to the last day on the permit.

### **IS RODEO DAYS A CITY OF BURLINGAME EVENT?**

Rodeo Days is not a City sponsored event. The event is sponsored by the Burlingame Saddle Club and the Burlingame Chamber of Commerce. For more information, please see the Burlingame Chamber of Commerce Facebook page.

## **Utilities**

### **WHO SUPPLIES THE ELECTRICITY TO BURLINGAME AND SURROUNDING AREA?**

The electricity is purchased from the SWPP (Southwest Power Pool) by the City of Burlingame and sold to the utility customers within the Burlingame area.

### **WHO SUPPLIES THE GAS TO BURLINGAME?**

Encore acts as the purchasing agent for the City of Burlingame. Encore purchases our gas from various suppliers, and it is brought to the border gate South of Osage City via the Southern Star Pipeline. It is then fed to the Burlingame area by the way of a pipeline running along highway 56/31 to Burlingame.

### **WHERE DOES BURLINGAME GET ITS WATER?**

Burlingame is part of the Melvern Water Shed. Our water is pumped to Osage City, where it is treated and then pumped to the Burlingame Water Tower via pipeline that runs along highway 56/31.

### **WHERE DOES THE WASTE FROM YOUR BATHROOMS GO?**

When you flush your toilet, the wastewater runs through pipes, located in the roadways and certain other right of ways, to the lift station where it is pumped up hill to the wastewater lagoons. The lagoons treat the water and release it back into the wild.