



# City of Centennial NEIGHBORHOOD Resource Guide

2012, Fourth Edition





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Front Cover Photos  
Top: Centennial Center Park

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# INTRODUCTION

Centennial is home to more than 100,000 residents. Residents voted to incorporate the City of Centennial on September 12, 2000 and elected its first officials on February 6, 2001. Centennial officially became a City on February 7, 2001.

The quest for becoming a new City took almost two and one-half years. The campaign included victories in the State Legislature and State Supreme Court. Formation of the new City was approved by a 77 percent majority in the incorporation election. At that time, it was the largest City incorporation in U.S. history.

In 2008, Centennial became a home rule City. Home rule allows citizens to be governed by principles and standards that address specific needs and issues of our community. For more information on home rule, please visit [www.CentennialColorado.com](http://www.CentennialColorado.com).

As part of the Community Development Department's mission to work collaboratively with the community to manage growth and development in a way that produces a sustainable and cohesive City with a high quality of life, the City has created this resource to help our neighborhoods be successful.

Through this guide individuals and neighborhoods will know which City Department or other organization to direct their inquiries.

Centennial strives to meet the needs of its residents. The City encourages residents to get involved in decision-making by attending board and commission meetings. Currently, more than 70 citizens serve on seven Council-appointed boards and commissions. These meetings are open to the public and residents are invited to attend and share their input. For more information, please call the City offices at (303) 325-8000 or visit [www.CentennialColorado.com](http://www.CentennialColorado.com).

# NEIGHBORHOOD ORGANIZATIONS

## **WHAT IS NEIGHBORHOOD PLANNING?**

Neighborhood planning is an opportunity for citizens to take an active role in the future of their neighborhood. The neighborhood planning process involves citizens, businesses, local stakeholders, City departments, community organizations and institutions working together to address land use, transportation, service delivery, and other quality of life issues. The goal is to promote mutual responsibility and joint problem solving.

## **WHAT IS A NEIGHBORHOOD/HOMEOWNER ASSOCIATION (HOA)?**

Neighborhood associations are formally recognized associations which offer an opportunity for citizens to participate in decision-making for their neighborhood. They are either created by the developer of a neighborhood or by the residents of a neighborhood, often when there is an identified issue affecting the area. Some memberships are voluntary and open to all citizens who live or own property within the organization's boundaries; however, most are not. Per covenants that run with the land, ownership automatically makes you a member in the HOA. Neighborhood associations draw a great diversity of people who work together to improve the livability of their neighborhood. While each neighborhood organization differs depending on the needs of its residents, most are concerned with issues that affect the quality of life in the community. This may include issues such as land use, public safety and traffic, and community services.

## **WHAT IS THE CENTENNIAL COUNCIL OF NEIGHBORHOODS (CENCON)?**

CenCON is comprised of neighborhood association representatives within the City of Centennial. Prior to the incorporation of Centennial, neighborhood associations of unincorporated Arapahoe County belonged to a single umbrella group known as Arapahoe County Council of Organized Responsible Development (ACCORD). With the incorporation of Centennial,

CenCON was established from ACCORD to perform the same services for neighborhood associations within the boundaries of Centennial. Current CenCON membership represents approximately 22,000 Centennial homes in about 59 different neighborhood associations.

CenCON meets monthly to gather important information from the various civic authorities. Meetings are attended by CenCON representatives that are elected or appointed by each member association. The CenCON representative brings information discussed in these meetings back to the association for dissemination to homeowners by means of monthly meetings, newsletters, etc.

The monthly meetings are open to the public, but CenCON reserves the right to limit public comment.

CenCON has no legislative authority and is effective only by working cooperatively with City officials as the collective voice of Centennial residents.

In addition, CenCON reviews development plans for projects within the City of Centennial and gives requested critical input as an official referral agency of the City's Community Development Department. The input from CenCON is considered by the Mayor and City Council in their decision-making process.

To contact CenCON, please call (303) 771-0115 or visit the CenCON Web site at [www.cencon.net](http://www.cencon.net).

## **HOW DO I ORGANIZE A VOLUNTEER NEIGHBORHOOD ASSOCIATION?**

The first step in starting a neighborhood association is to check for existing neighborhood organizations in and around your neighborhood. You may find it more beneficial to your neighborhood to be included within the boundaries of another organization rather than starting a new neighborhood association. To find out the names of existing organizations please visit [www.CentennialColorado.com](http://www.CentennialColorado.com).

If you decide to start your own neighborhood organization, the following guidelines should be considered:

1. Seek professional legal and tax advice for state requirements on not-for-profit organization incorporation;
2. Determine boundaries of the planned neighborhood association;
3. Widely promote information about an initial meeting to organize a new neighborhood association;
4. Include everyone that lives or owns property as a potential member of the association;
5. Identify a regular meeting time and place;
6. Elect officers and adopt by-laws;
7. Register with the City of Centennial (see next question);
8. Keep everyone in your neighborhood informed about association activities.

## **HOW DO I REGISTER MY NEIGHBORHOOD ORGANIZATION?**

To register your neighborhood organization with the City, log onto [www.CentennialColorado.com](http://www.CentennialColorado.com) under Community>Residents>Neighborhoods you will find a link for a Homeowners Association Application. Click this link and enter the information requested. Be sure to finish by clicking submit at the bottom of the application.

## **WHY SHOULD I REGISTER MY NEIGHBORHOOD ORGANIZATION WITH THE CITY OF CENTENNIAL?**

Registering your neighborhood organization with the City is important because it allows the City to communicate information about news and events that may affect your neighborhood.

# NEIGHBORHOOD SAFETY

## HOW CAN I START A NEIGHBORHOOD WATCH PROGRAM?

Neighborhood Watch is:

1. Citizens and the Arapahoe County Sheriff's Office working in partnership to reduce crime and improve the quality of life in neighborhoods.
2. A cohesive body of citizens addressing issues that concern the entire community.
3. Neighbors getting to know each other, taking the time to care about each other and working together in a program of mutual assistance.

Neighborhood Watch programs are known to instill a greater sense of security, well-being and reduce the fear of crime in your community, as well as create a greater "sense of community" by putting the "neighbor" back in neighborhood. By communicating with each other and working together your community can make a difference.

If your homeowners association or watch program would like to have a Sheriff's deputy come to discuss community policing, crime prevention tips, and/or the Neighborhood Watch Program, call the Community Resource Section at (303) 738-8040 to request a presentation.

In order to start a Neighborhood Watch Program, it is important to consider the following:

1. Define your neighborhood geographically. Start small – 30 to 35 homes – so you and your neighbors can get to know each other.
2. Talk to your neighbors. What are their issues? What nights are they available for a meeting? Where should the meeting be held?
3. Call the Arapahoe County Sheriff's Office's Community Resource Section at (303) 738-8040 and schedule a mutually agreeable date and time for the first meeting.
4. Ask neighbors to be Co-Captains (one neighbor per 15 homes).
5. Start a committee with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the "3 F's" which are Food, Fun and Free things.
  - a. Advertise the meeting to your neighbors. Invite ALL your neighbors (in your geographical area). Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.
  - b. Call to confirm with Arapahoe County Sheriff's Office's Community Resource representative 48 hours prior to the meeting.
  - c. Set up a welcome table before the meeting begins with the sign-in sheet, name tags and any applicable material provided by the Sheriff's Office.

## **HOW CAN I PROTECT MY NEIGHBORHOOD FROM GRAFFITI?**

The Arapahoe County Sheriff's Office is committed to effective community partnerships and problem solving, and has developed an innovative graffiti removal program.

Initially, the graffiti clean-up program is limited to graffiti removal from public property or property within the public right of way in the areas patrolled by the Arapahoe County Sheriff's Office. Once the capacity and the demand for the service are determined, the program may be offered to other communities within Arapahoe County.

The goal is to remove graffiti within one week of being reported. Citizens are encouraged to report graffiti by contacting the Arapahoe County's Sheriff's Office at (720) 874-3600. Individuals providing information that result in the arrest and conviction of those responsible for graffiti vandalism in Arapahoe County may be eligible for monetary awards.

## **WHERE CAN I RECYCLE AND DISPOSE OF TOXIC WASTE?**

The City of Centennial participates with Arapahoe County in funding a household hazardous waste curbside pick-up service for residents. Centennial residents pay \$20 to dispose of as many things as will fit into a big plastic trash bag supplied by the pick-up company.

To request a pick-up or to simply get more information, you may call 1-800-449-7587 or go to [www.curbsideinc.com](http://www.curbsideinc.com), and click on Public Access, then click on Look up Collection Availability in your area. You can also download a curbside pick-up brochure.

This service will not pick up some items, such as ammunition, old computers or biological waste.

Here are some additional recycling resources that can help you:

- Tri-County Health: Tri-County Health Fact Sheet <http://www.tchd.org/factsheets.html>
- Earth 911: [www.earth911.org](http://www.earth911.org) <http://earth911.com/>
- Colorado Recycles: Colorado Recycles <http://www.colorado-recycles.org/main.html>

## **WHERE DO I CALL TO REPORT A CHEMICAL SPILL?**

If you experience or witness a chemical spill, please call the Colorado Department of Public Health and Environment Incident Reporting Line 1-877-518-5608. In case of a serious emergency please call 911.

## **WHAT DO I DO WITH LEFTOVER PAINT AND OIL IN MY GARAGE?**

Residents of unincorporated Arapahoe County, City of Centennial, Town of Foxfield and Town of Deer Trail may use a service that is available by appointment only, for home pick-up or drop-off of hazardous materials. Participants must have at least three different items and may bring up to 125 pounds of chemical waste to the center per appointment. Prior arrangements can be made to accept more than the 125-pound limit. However, you will be required to pay the disposal costs for any additional waste. In addition to the 125-pound limit, residents may also bring five auto batteries and five fluorescent light tubes.

Please call 1-800-HHW-PKUP (1-800-449-7587) to schedule an appointment. The operator will explain the program and ask a few questions, including the type and amount of material you will be bringing. An appointment will be arranged. You may also email your name, address and phone number to Curbside, Inc. at [hotline@curbsideinc.com](mailto:hotline@curbsideinc.com), an operator will contact you to schedule your appointment.

The service will take cleaners and waxes, fertilizers, fungicide, pesticides, herbicides, insecticides, used oil, flammables such as lighter fluid and mineral spirits, fluorescent lighting tubes, paint, paint thinner, varnishes and stains, fuels, antifreeze, small mercury-containing devices (limit two thermostats and two thermometers), vehicle and household batteries, adhesives, aerosols, art/hobby supplies, nail polish and remover, spot remover and shoe polish.

Items not accepted include business or commercial wastes, radioactive waste or smoke detectors, explosives or ammunition, fire extinguishers, gas cylinders, PCBs, TVs or other electronics, tires, appliances, unmarked or leaking containers, syringes, infectious or biomedical waste.

Additional fees may be required for some items.

For additional information call 1-800-HHW-PKUP (1-800-449-7587) or download the brochure on the Arapahoe County Web site at: Arapahoe County Refuse and Recycling Services  
[http://www.co.arapahoe.co.us/Services/Sanitation/refuseandrecycling.](http://www.co.arapahoe.co.us/Services/Sanitation/refuseandrecycling)

## **WHO DO I CALL TO REPORT POLLUTION IN THE CREEK IN MY NEIGHBORHOOD?**

In the event you witness the polluting of a creek, call the Southeast Metro Stormwater Authority's (SEMSWA) Stormwater Specialist at (303) 858-8844. In fact, SEMSWA may be contacted to report any pollution relating to stormwater. SEMSWA will investigate the complaint and follow-up with any necessary actions. You should call 911 if the polluting seems hazardous or in any way poses an immediate danger, such as a fuel spill in a drainage way.

## **WHO DO I CALL TO REPORT FLOODING OR DRAINAGE PROBLEMS IN MY NEIGHBORHOOD?**

It's normal to see standing water in residential neighborhoods in larger rain events. However, the inlets do require maintenance, as they can become clogged by debris. If you notice debris clogged inlets or other stormwater related problems, contact SEMSWA at (303) 858-8844.

Detention and water quality features, such as ponds, are normal and necessary features in residential areas for both flood control and water quality. These features commonly hold water for an extended period of time (up to 72 hours). Detention and water quality features require maintenance in order to function properly. These types of facilities are typically owned and maintained by the neighborhood association, SEMSWA or another governmental or quasi-governmental agency. If you believe a detention or water quality facility needs maintenance because of debris or excessive standing water, your neighborhood association and SEMSWA should be contacted.

Please do not place fill (anything that might inhibit the flow of water) in the floodplain without proper City and SEMSWA permits and approval. Such unauthorized fill can change the limits of the floodplain and affect surrounding neighbors. If you recognize such unauthorized fill, please contact SEMSWA's Floodplain Management Department at (303) 858-8844.

## **HOW CAN OUR NEIGHBORHOOD GET MORE STREET LIGHTS?**

The City of Centennial contracts with Xcel Energy and Intermountain Rural Electric Association (IREA) for street light services. Requests can be made for street light installations on public rights-of-ways provided the requester and the City are able and willing to fund the work.

In all cases, requests should be sent through the Centennial Public Works Department to review and facilitate the process. This can be done by calling the City at (303) 325-8000 or by visiting the City of Centennial website on the left-hand side you will see Report a Problem.

## **WHO DO I CALL TO REPLACE A BURNED OUT OR BROKEN STREET LIGHT?**

For streetlight outages or repairs, you will need to contact your energy provider at Xcel Energy or Intermountain Rural Electric Association (IREA) depending on where you live or the location of the street light. To contact Xcel Energy call 1-800-960-6235 (available 24 hours a day) or visit Xcel Energy [www.xcelenergy.com](http://www.xcelenergy.com) and fill out a request form. To contact IREA call (303) 688-3100 during regular business hours or (303) 688-0650 for after hours or visit IREA [www.intermountain-rea.com](http://www.intermountain-rea.com). If you are unsure of the electric provider, contact the Public Works Department at (303) 325-8000.

## **WHO SHOULD I CALL TO REPORT A BROKEN TRAFFIC SIGNAL?**

To report a broken traffic signal, light or any other signal problem please contact the Public Works Department at (303) 325-8000 or fill out the Citizen Response Form at [www.CentennialColorado.com](http://www.CentennialColorado.com), on the left-hand side you will see Report a Problem.

## **WHO DO I CALL TO REPORT A MISSING STOP SIGN?**

To report a missing stop sign, contact the Public Works Department at (303) 325-8000 or fill out the Citizen Response Form at [www.Centennial-colorado.com](http://www.Centennial-colorado.com). On the left-hand side you will see Report a Problem.

## **WHO DO I CALL TO REQUEST A STOP SIGN/SIGNAL OR OTHER TRAFFIC CALMING CHANGES IN MY NEIGHBORHOOD?**

The City does not install certain traffic control devices to control speed, such as drainage cross-pans and stop signs. Colorado State Statute dictates the legal speed limit in a residential area be 30 MPH. This limit cannot be lowered unless a traffic study determines this speed is unsafe for the existing conditions.

If you would like to request additional signs or signals in your area, contact Public Works at (303) 325-8000 or fill out the Citizen Response Form at [www.CentennialColorado.com](http://www.CentennialColorado.com), on the left-hand side you will see Report a Problem. The Traffic Engineering Services Division will schedule a traffic study to investigate the request. A City Representative will inform you of the findings and recommendations when the investigation is complete.

## **WHO DO I CALL TO REPAIR A POTHOLE ON MY STREET?**

Contact the Centennial Public Works Department at (303) 325-8000 or fill out the Citizen Response Form at [www.CentennialColorado.com](http://www.CentennialColorado.com), on the left-hand side you will see Report a Problem, to report any street, sidewalk, curb/gutter, handicap ramp or pavement repair issues. Reports received will be logged, categorized and inspected for possible remediation and repair. A representative from the Public Works Department will respond to your request the next business day for non-emergency weekend/holiday inquiries. In some cases, the response may be an acknowledgement of the call or request with a commitment of the timeframe in which a full response will be provided.

Public Works attempts to repair potholes within a day or two of receiving the information, weather permitting.

## **WHAT CAN BE DONE WHEN PLANTS OR TREES BLOCK THE VISIBILITY AT AN INTERSECTION OR ARE HANGING IN THE STREET?**

Public Works is responsible for cutting or spraying weeds and picking up trash in the public right of way of state highways and major city streets where homeowner associations and commercial developments are not responsible for the maintenance. This takes place several times during the season.

A citizen may contact the City of Centennial Public Works Department at (303) 325-8000 or fill out the Citizen Response Form at [www.CentennialColorado.com](http://www.CentennialColorado.com), located on the left-hand side of the page, to report overgrown vegetation or trees that cause traffic visibility problems at intersections or street signs. Reports received will be logged, prioritized and scheduled for trimming, cutting or removal based on location and severity.

## WHO DO I CALL TO TRIM TREES GROWING INTO POWER LINES?

The Centennial Public Works Department does not address tree trimming, limb removal or other obstructions within the power lines. If you have trees growing into power lines, you will need to contact either Xcel Energy or Intermountain Rural Electric Association (IREA) depending on where you live. To contact Xcel Energy you may call 1-800-960-6235 (available 24 hours a day) or visit [www.xcelenergy.com](http://www.xcelenergy.com) and fill out a request form. To contact IREA you may call (303) 688-3100 during regular business hours or (303) 688-0650 for after hours or visit [www.Intermountain-rea.com](http://www.Intermountain-rea.com).

The City of Centennial Public Works Department will address fallen limbs, branches, tree trunks and or blown over tree debris that encroaches upon or presents a hazard on City streets and other public property. Citizens can report these issues and concerns to the Public Works Department at (303) 325-8000 or fill out the Citizen Response Form at [www.CentennialColorado.com](http://www.CentennialColorado.com), on the left-hand side of the page where it says Report a Problem.

## HOW OFTEN ARE STREETS CLEANED?

The Centennial Public Works Department conducts a Street Sweeping Program that includes a schedule to clean approximately 8,000 curb or lane miles each year. Scheduled street sweeping generally occurs on fixed routes, along the curb lines and additional lanes or medians when warranted. The Street Sweeping Program meets the City's requirement to clean the City's streets three (3) to four (4) times per year. The program includes provisions for sweeping streets if sand materials are used during snowstorms. The Public Works Department will post signs at the entrances to the neighborhoods to notify citizens about upcoming street sweeping so they can remove parked cars from the street if possible.

# BUILDING

## **WHAT IS A BUILDING PERMIT?**

A building permit is a binding document giving the City's permission to proceed with a project that has been reviewed by the Building Division and requires inspection by a building inspector prior to approval and occupancy.

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

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the building code approved by the City of Centennial, or to cause any such work to be done, must make application to the Chief Building Official and obtain the required permit.

## **What is the Home Improvement Program (HIP)?**

The Home Improvement Program (HIP) is intended to assist homeowners who are undergoing a qualifying home improvement project. The City of Centennial recognizes that neighborhoods are one of our greatest assets, because they are the places families call "home". HIP has been established to contribute to the preservation and enhancement of our beautiful Neighborhoods through Education, Assistance and (financial) Incentives. The HIP goals are simply:

- Preserve and improve existing homes and neighborhoods
- Provide assistance and education to homeowners on home improvement processes
- Provide resources to help homeowners select quality contractors to ensure projects are completed properly – and safely
- Support local business

## **WHAT SIZE FENCE CAN I BUILD?**

Size and types of fences allowed vary depending on a number of circumstances. Prior to building or repairing a fence it is important to check with the Community Development Department to see if you need to have a fence permit issued. Once a Fence permit is submitted a review by the Current Planning Division will be completed. A completed fence project is subject to a fence inspection.

# ZONING

## **WHAT IS ZONING?**

Zoning is a tool that municipalities use to regulate aspects of development for a particular location, such as permitted uses, setback requirements, height restrictions, density, etc. Zoning specifies geographical areas in which residential, industrial, agricultural and commercial activities may be conducted. For example, an R-3 residential zone district would permit only single-family residences, other than condominiums or duplexes. A Planned Unit Development (PUD) is another type of zoning district, this can be more flexible than a conventional zoning district when it comes to regulations and criteria.

## **DOES THE CITY ENFORCE HOMEOWNER COVENANTS OR DEED RESTRICTIONS?**

No. Unlike zoning regulations, the City does not enforce homeowner covenants or deed restrictions. Homeowner covenants and deed restrictions are private agreements, which can only be acted upon by those who have agreed to encumber their properties according to those rules, forms and conditions.

## **HOW CAN I FIND OUT WHAT THE ZONING IS ON MY PROPERTY?**

To learn what the zoning is on your property call the City at (303) 325-8000 and a City Planner will assist you. You may also visit the Community Development Department at Centennial Civic Center to get this information. City Office hours are Monday through Friday, 8:00 a.m. - 5:00 p.m.

## **HOW CAN I FIND OUT WHAT THE SETBACK REQUIREMENTS ARE FOR A PROPERTY?**

To get setback information on how far your structure is required to be from the property line, call the City of Centennial at (303) 325-8000.

## **WHAT IS A NON-CONFORMING USE/BUILDING/LOT?**

A non-conforming use is a use of land that was lawfully established at a point in time but is no longer allowed under the zoning code. The 2011 Land Development Code affords opportunities for the conversion of non-conforming uses to conforming uses. A non-conforming building is a building that was lawfully constructed but does not meet current zoning regulations for setbacks, height, building coverage, spacing and building scale. All residential building in the NC and NI zoning district that were lawfully permitted and constructed may be reconstructed to its original form and extent. A non-conforming lot is a lot that was created before September 18, 2011 that does not comply with the lot width, lot area, or access requirements of the 2011 LDC. All lots within the NC and NI zoning districts created before September 18, 2011 are conforming regardless of the dimensions.

## **HOW CAN I FIND OUT IF MY PROPERTY IS WITHIN THE CITY LIMITS?**

To find whether a particular property is located within the City limits visit the City Website at [www.CentennialColorado.com](http://www.CentennialColorado.com) under the Government >Departments>Community Development> Centennial Property Search or under the E-Services tab. You may also view the official City map or call the City of Centennial at (303) 325-8000.

## **WHERE CAN I GO TO FIND OUT THE DIMENSIONS OF MY LOT, PROPERTY LINE LOCATIONS AND OTHER INFORMATION RELATED TO MEASUREMENTS ON MY PROPERTY?**

Information related to measurements on your property may be found by viewing your subdivision plat or plot plan. If you do not know the legal description of your property, you may find it on Arapahoe County's Web site under Parcel Search at:

<http://www.co.arapahoe.co.us/Apps/ParcelSearch/PropForm.aspx>.

To obtain a copy of your specific plat, contact the Arapahoe County Clerk and Recorder's Office at (303) 795-4200.

Most property owners should have an Improvement Location Certificate (ILC) for their property. The ILC is a document due at closing for many home sale transactions. An ILC is a document prepared by a surveyor that illustrates the locating of physical improvements on the property and easements with respect to the property boundaries. It does not constitute a legal document for property owners but shows the title insurance company that the property is free of encroachments.

The limitations of official plats don't show the house or other improvements on the lot. This is where the ILC is valuable because it typically shows easements and structures, not just easements and property lines. The recording of these instruments would likely be handled by the title company if the owner does not have a copy. Arapahoe County does not keep record of the ILCs.

If additional information is still needed after reviewing the subdivision plat and an ILC of your lot, a land survey should be performed and a land survey plat created and recorded with the County. A property owner must hire a licensed surveyor to perform a survey.

## CODE COMPLIANCE

### **WHAT IS CODE COMPLIANCE?**

Code Compliance provides education and enforcement to promote and maintain a safe and desirable community consistent with the City's health and safety regulations.

The City focuses on land use (zoning), property conditions, inoperable vehicles, signs, fences and general public nuisances. Code Compliance actively coordinates inter-departmental, interagency and citizen participation to improve the quality of Centennial neighborhoods.

Code Compliance does not respond to emergencies, but rather general land use and nuisance violations.

## **WHO DO I CALL TO HAVE WEEDS CLEARED FROM A VACANT LOT OR MY NEIGHBOR'S YARD?**

The accumulation of weeds depreciates property values, creates health and fire hazards, and encourages the proliferation of pests and rodents. The City of Centennial Municipal Code requires residential property owners to cut their turf grass and weeds and to keep them under a height of eight inches. Owners/Occupants are also responsible for maintaining the alley immediately behind their property and the sidewalk areas in front of their property.

This does not apply to:

- Flower gardens, shrubberies, vegetable gardens, small grain plots within property zoned to permit agricultural use;
- Natural grasses utilized preliminarily for erosion control;
- Pastures within property zoned to permit agricultural use, pastures used for feed, fodder or forage, provided same are adequately weeded and maintained;
- Any part or portion of a residentially zoned lot larger than one acre in size that is not artificially irrigated and is left in a natural condition.

To report a violation simply log onto [www.CentennialColorado.com](http://www.CentennialColorado.com) and click on Report a Problem on the left side of the screen.

## **HOW DO I GET AN INOPERABLE CAR REMOVED FROM MY NEIGHBOR'S PROPERTY?**

An inoperable car parked on private property and visible from the street or other property is considered a "public nuisance" by the City of Centennial. An inoperable car is defined as having an expired license plate or inspection sticker and is wrecked, dismantled or otherwise visually inoperative. If inoperable cars are a problem, the first step should always be a friendly request to your neighbor to remove the car. If this does not work, report inoperable cars by logging onto [www.CentennialColorado.com](http://www.CentennialColorado.com) and click on Report a Problem on the left side of the screen or under E-Services.

## **WHO DO I CONTACT ABOUT AN INOPERABLE VEHICLE / TRAILER ON PRIVATE PROPERTY?**

Any vehicle, including trailers and recreational vehicles, parked or authorized to be parked on private property must be currently registered and operable. A vehicle is defined as an automobile, truck, motorcycle, motorbike, boat, trailer, camper, house trailer or similar mode of wheeled transportation. A trailer is defined as any form of non-automotive vehicle, sled or equipment designed to be towed by a vehicle.

Inoperable is defined as the inability to be lawfully or mechanically operated on a public street due to circumstances such as lack of current and valid statelicense plate, flat tires, missing engine or major physical damage.

Tips on Compliance Methods for Inoperable Vehicle/Trailer Violations:

- Make any necessary mechanical repairs to the vehicle.
- Obtain a valid license plate and registration for the vehicle.
- Move the vehicle from the public right of way into your garage (if still inoperable); inoperable vehicles cannot be stored in the driveway.
- If making the vehicle legally operable will cause hardship, you might consider donating the vehicle to a charity.

For more information on inoperable vehicles on private or public property, please call the City of Centennial Code Compliance at (303) 325-8000.

## **WHAT CAN I DO ABOUT DISRUPTIVE NOISE?**

According to Centennial's Noise Ordinance No. 2007-O-16 approved on August 20, 2007 it is considered unlawful for any person to make, continue or cause any excessive or unusually loud noise which (a) disturbs, annoys or endangers the peace, repose, comfort, safety or health of others; or (b) endangers or injures personal or real property.

If you feel that excessive noise or sound is jeopardizing your health, safety or welfare, please contact the Arapahoe County Sheriff's Office at (303) 795-4711. A Sheriff's deputy will be dispatched to investigate the complaint and determine whether or not the noise is considered a violation of the code.

Exceptions to the noise prohibition include:

- Operation of emergency vehicles;
- Operation of train, aircraft or other activity subject to federal law;
- Mechanical devices or equipment used, related or connected with an emergency machine;
- Operation of snowplows;
- Use of property for occasional public cultural, athletic entertainment or patriotic events;
- Noises originating from school property during school or school sponsored events;
- Public utility operations;
- Lawful professional outdoor fireworks display.

## **CAN I OPERATE A BUSINESS FROM HOME?**

Yes, if it complies with the definitions and restrictions placed upon home-based businesses as defined in the Land Development Code:

- Home-based businesses must be conducted entirely within the residence;
- The home-based business may be conducted only by the residents of the principal dwelling; and up to one employee;
- A home-based business may not change the appearance or character of the dwelling or the neighborhood;
- The pickup or delivery of products or machinery shall be limited to parcel pickup and delivery service;
- There shall be no visible advertising of the home-based business on the premises upon which it is located;
- There shall be no outdoor storage or display of goods or materials associated with the home-based business;
- A home-based business may not park commercial vehicles (see LDC for definition) or trailers;
- A home-based business may not have a separate entrance to the building that provides access only to the area used for the business;
- A home-based business may not store hazardous materials or motor fuels in amounts that are greater than typically stored for home use;
- There shall be no odors that are perceptible from outside of the building in which the home-based business is conducted;
- Home-based businesses must obtain a business license and if it sells goods subject to sales tax must also have a Centennial sales tax license to collect and remit sales tax to the City.

In addition, some uses are prohibited as home-based businesses as they tend to generate disproportionate impacts on residential neighborhoods, such as dry cleaners, funeral homes, and kennels.

## **MY NEIGHBOR OPERATES A BUSINESS FROM HIS OR HER HOME AND THE TRAFFIC IS CAUSING PROBLEMS. WHO DO I CALL TO COMPLAIN?**

The City allows some types of lower intensity home businesses to be operated in residential homes. However, if you believe your neighbor is operating a business from his or her home and not following the City's regulations, please report the matter by logging onto [www.Centennial-Colorado.com](http://www.Centennial-Colorado.com) and click on Report a Problem the left-hand side of the screen. You may also call Code Compliance at (303) 325-8000.

## **HOW DO I REPORT A CODE VIOLATION?**

To report code violations call City of Centennial Code Compliance at (303) 325-8000. If you leave your contact information, you will be contacted with the status of your concern.

# NEIGHBORHOOD ASSISTANCE

## **IF I OPERATE A BUSINESS IN MY NEIGHBORHOOD DO I NEED A CITY BUSINESS LICENSE AND SALES TAX LICENSE?**

Yes. All businesses, including home-based businesses, located within the City limits must obtain either a Centennial business license or a Retail sales tax license. If the business is subject to collecting sales tax, it will also receive a sales tax license. The total sales tax rate in Centennial is 6.85 percent and includes the following:

- State of Colorado 2.90 percent
- City of Centennial 2.50 percent
- Regional Transportation District (RTD) 1.00 percent
- Football Stadium (FD) 0.10 percent
- Scientific & Cultural Facilities District 0.10 percent
- Arapahoe County Open Space 0.25 percent

The 2.5 percent City of Centennial Sales Tax must be paid by the business directly to the City. The remaining 4.35 percent of the sales tax collected must be paid to the Colorado Department of Revenue. Centennial is a home rule City and began collecting its own sales tax on January 1, 2009. For further information please access the City's Web site at [www.CentennialColorado.com](http://www.CentennialColorado.com) >Business>Tax & Licensing >Finance > Taxes & Licenses, or call (303) 325-8000.

## **HOW CAN I GET A BUS STOP MOVED OR ADDED IN MY NEIGHBORHOOD?**

For public transit requests, contact the Regional Transportation District (RTD) at (303) 299-6000 or visit [www.rtd-denver.com](http://www.rtd-denver.com) and contact Customer Service. Identify the corner or intersection of interest and the request will be sent to RTD's Maintenance Department for review. RTD will consider existing bus routes, traffic conditions and overall feasibility when reviewing your request. Please be aware this process could take many weeks.

In addition, school districts are able to move school bus stops for their students. You will need to contact the school district's administrative offices with these requests.

## **WHAT IS MY SOLID WASTE SERVICE PICK-UP DAY?**

For specific information, please contact your service provider and request to speak with the scheduling department.

## **HOW SHOULD YARD TRIMMINGS BE PREPARED FOR COLLECTION?**

The City of Centennial does not collect yard trimmings or other household waste. Whenever possible, property owners should try to recycle yard trimmings such as leaves and grass. Leaves can be mulched and disbursed in garden areas and grass can be trimmed with a mulching mower that allows the trimmed grass to fall back into the lawn. This prevents having to collect the grass in bags and dispose of both the grass and plastic bags in landfills. For specific information on how to prepare yard trimmings for collection, you will need to contact your waste service provider.

## **WHAT CAN BE COLLECTED AND HOW SHOULD I PREPARE FOR BRUSH PICK-UP?**

Typically, brush can be picked up by your local trash provider if it is bundled with twine into small piles. Small tree branches can be cut into four-foot lengths and also bundled with twine into manageable piles. If you have larger branches they can be cut and recycled for firewood. Tree companies will pick up branches for a fee.

## **WHEN IS MY NEIGHBORHOOD SCHEDULED FOR BULKY PICK-UP (FURNITURE, APPLIANCES, ETC.)? WHAT CAN I SET OUT AT THE CURB FOR PICK-UP?**

The City does not have a large item pick-up service. Most trash companies will pick-up large items for a fee if you call in advance. Appliances with Freon, such as air conditioners, refrigerators or freezers must be picked up by an appliance removal company for proper disposal.

## **WHO'S RESPONSIBLE FOR CLEARING MY SIDEWALK AND GUTTER OF SNOW AND ICE?**

The City does not remove snow from public sidewalks along the streets or ice build-up in the gutters. Citizens are encouraged to remove snow from the sidewalks in front of their homes within 24 hours of a snowstorm. Clearing snow from the gutter area that is shaded by a house or evergreen on the south side of a street will greatly reduce ice build-up problems. The City snowplow operators try their best to keep snow from being plowed onto residential sidewalks. It is difficult for the snowplow operators to always avoid getting snow on the sidewalks and unfortunately if this occurs, it is the resident/property owner's responsibility to clear the snow from the sidewalk.

It is important that the areas around school bus stops, fire hydrants, power boxes and storm drains be kept clear and accessible. The City encourages the community to take care of one another by clearing sidewalks of neighbors who are unable to clear themselves.

## **WHO DO I CONTACT IF I NEED MY STREET CLOSED OFF FOR A NEIGHBORHOOD BLOCK PARTY?**

Street closure requests should be directed to the City of Centennial Public Works 24-Hour Call Center at (303) 325-8000.

## **WHO DO I CALL IF I HAVE A QUESTION ABOUT A TRAFFIC TICKET?**

Contact the Centennial Municipal Court at (303) 754-3380. Be sure to read the front and back of your ticket regarding specifics of your citation and details on mail in payments. Fines and costs imposed by the Centennial Municipal Court are due and payable on your court date. Payment of tickets and fines can be done securely online at [www.CentennialColorado.com](http://www.CentennialColorado.com) under E-Services.

## **WHO SHOULD I CALL TO REPORT PROBLEMS WITH NEIGHBORHOOD PETS (LOST OR FOUND ANIMALS, SICK OR INJURED ANIMALS, ABUSE, NEGLECT, OR CRUELTY, DANGEROUS ANIMALS AND ANIMAL BITES, DOGS RUNNING AT LARGE, BARKING DOGS)?**

Centennial has a contract with a local organization to provide the City's Animal Services (CAS). The agreement with the City of Centennial is to provide animal care and control services to the citizens through enforcement of Centennial animal laws adopted under Ordinance No. 2007-O-03.

Contact Centennial Animal Services for assistance or questions on animal control issues by calling (303) 325- 8070. Our Animal Welfare Officers will explain the laws and how they can assist with the situation. In some cases, you may need to write and sign a formal complaint. This will require you to keep accurate records regarding the violation, including dates, times and addresses.

## **WHO DO I CALL ABOUT COYOTES IN MY NEIGHBORHOOD?**

If your encounter with a coyote is an immediate threat or emergency, please call 911 (Note: all encounters are a public safety concern). Contact the Colorado Division of Wildlife at (303) 291-7227 or visit them on the Web at <http://wildlife.state.co.us>.

# CITY CONTACT INFORMATION

## **CITY OF CENTENNIAL OFFICES**

Centennial Civic Center  
13133 East Arapahoe Road  
Centennial, CO 80112

### **One telephone number to call All City Services**

**(303) 325-8000 (24/7/365)**

Civic Center Hours: M-F 8:00 a.m. – 5:00 p.m. (excluding holidays)

[info@centennialcolorado.com](mailto:info@centennialcolorado.com)

[www.CentennialColorado.com](http://www.CentennialColorado.com)

To report any general problems, you may fill out the Report a Problem Form on our Web site.

## **ELECTED OFFICIALS**

**(303) 325-8000**

Cathy Noon, Mayor  
Rick Dindinger, Council, District 1  
Vorry Moon, Council, District 1  
Sue Bosier, Council, District 2  
Keith Gardner, Council, District 2  
Ken Lucas, Council, District 3  
Rebecca McClellan, Council, District 3  
Stephanie Piko, Council, District 4  
Ron Weidmann, Council, District 4

## **CENTENNIAL MUNICIPAL COURT**

**(303) 754-3380**

## CITY SERVICES

All City Services may be accessed by calling (303) 325-8000. The following is a list of services provided by the City:

<b>ANIMAL SERVICES</b>	<b>FINANCE</b>
<b>CITY CLERK</b>	Accounts Payable
City Council Agenda	Accounting
Elections	Business Licensing
Liquor Licensing	Sales Tax
Open Records Request	<b>HUMAN RESOURCES</b>
<b>CITY MANAGER</b>	Personnel
<b>COMMUNICATIONS &amp; PUBLIC INFO</b>	Risks Management
<b>COMMUNITY DEVELOPMENT</b>	<b>MUNICIPAL COURT</b>
Animal Services	<b>PUBLIC WORKS</b>
Building/ Contractor Licensing	Capital Improvements
Code Compliance	Snow Plowing
Current Planning	Street Maintenance
Engineering	Street Sweeping
Long Range Planning	<b>YOUTH COMMISSION</b>
Open Space	
<b>ECONOMIC DEVELOPMENT</b>	

## CITY SERVICE EMAILS

Animal Services - [CAS@centennialcolorado.com](mailto:CAS@centennialcolorado.com)

Economic Development – [ecodevo@centennialcolorado.com](mailto:ecodevo@centennialcolorado.com)

Planning & Zoning, Engineering & Construction Inspection –  
[centennialplanning@centennialcolorado.com](mailto:centennialplanning@centennialcolorado.com)

Planning & Development, Long Range Planning –  
[centennialplanning@centennialcolorado.com](mailto:centennialplanning@centennialcolorado.com)

**ARAPAHOE COUNTY**

5334 S. Prince St.  
Littleton, CO 80166  
Administration Building (303) 795-4400/  
[www.co.arapahoe.co.us](http://www.co.arapahoe.co.us)  
Assessor (303) 795-4600/  
assessor@co.arapahoe.co.us

Clerk and Recorder’s Office  
(303) 795-4200  
County Court (303) 798-4591  
District Court (303) 649-6355  
District Attorney Consumer Protection  
(720) 874-8547

**ARAPAHOE COUNTY SHERIFF’S OFFICE**

13101 Broncos Parkway  
Centennial, CO 80112  
Emergency ONLY - 911  
Non-Emergency Line  
(303) 795-4711

**CENCON CONTACT INFORMATION**

(303) 771-0115 / [www.cencon.net](http://www.cencon.net)  
\* You may send comments to CenCON  
through their Web site under the  
Contact CenCON section.

**COLORADO DEPARTMENT OF HUMAN SERVICES**

Office of Aging and Adult Services  
(303) 866-2800 /  
[www.coloradoaging.com](http://www.coloradoaging.com)

**CRIME OR GRAFFITI**

(303) 795-4711

**FIRE DISTRICTS**

**Cunningham Fire Protection District**  
2015 S. Dayton St.  
Denver, CO 80247  
(303) 755-9202

**Littleton Fire Department**

2255 W. Berry Ave.  
Littleton, CO 80165  
(303) 795-3800

**South Metro Fire Rescue Authority  
(Including Parker)**

9195 E. Mineral Ave.  
Centennial, CO 80112  
(720) 989-2000

**LIBRARIES**

[www.arapahoelibraries.org](http://www.arapahoelibraries.org)  
(303) 542-7279 or (303) LIBRARY  
Castlewood Library  
6739 South Uinta Street  
Centennial, CO 80112  
(303) LIBRARY

Koelbel Library  
5955 South Holly St.  
Centennial, CO 80121  
(303) LIBRARY

Smoky Hill Library  
5430 South Biscay Cir.  
Centennial, CO 80015  
(303) LIBRARY

Southglenn Library  
6972 South Vine Street  
Centennial, CO 80122  
(303) LIBRARY

**NEIGHBORHOOD RESOURCE CENTER**

P.O. Box 48115  
Denver, CO 80204  
(303) 477-0023  
[www.nrc-neighbor.org](http://www.nrc-neighbor.org)

**PARKS AND RECREATION DISTRICTS**

Arapahoe County Open Space Office  
6934 S. Lima St.  
Centennial, CO 80112  
City of Centennial  
(720) 874-6540 /  
[www.co.arapahoe.co.us](http://www.co.arapahoe.co.us)

Arapahoe Park and Recreation District  
Trails Recreation Center  
16799 E. Lake Ave.  
Centennial, CO 80015  
(303) 269-8400 / [www.aprd.org](http://www.aprd.org)

South Suburban Parks and Recreation District  
6631 S. University Blvd.  
Centennial, CO 80121  
(303) 798-5131 / [www.ssprd.org](http://www.ssprd.org)

Silver Sneaker classes  
(303) 798-2476

**REGIONAL TRANSPORTATION DISTRICT (RTD)**

1600 Blake Street  
Denver, Colorado 80202  
(303) 299-6000

**SCHOOL DISTRICTS**

Cherry Creek School District  
4700 S. Yosemite St.  
Greenwood Village, CO 80111  
(303) 773-1184 / Cherry Creek School District [www.ccsd.k12.co.us](http://www.ccsd.k12.co.us)

Littleton Public Schools  
5776 S. Crocker St.  
Littleton, CO 80120  
(303) 347-3300 /  
[www.littletonpublicschools.net](http://www.littletonpublicschools.net)

**SENIOR AND DISABLED CITIZENS**

Arapahoe County Department of Human Services  
(303) 636-1130 option 4  
Arapahoe County Human Services /  
<http://www.co.arapahoe.co.us/Departments/HS/CommunitySupportServices/index.asp>

**SENIOR RESOURCES**

**AARP**  
303 East 17th Ave, #510  
Denver, CO 80203  
1-866-554-5376

Arapahoe County Council on Aging (ACCoA)  
Advocate-Educate-Referral Services  
(303) 273-2855/[www.accoa.info](http://www.accoa.info)

Alzheimer's Association  
Colorado Chapter  
455 Sherman St., Ste. 500  
Denver, CO 80203  
(800) 272-3900 (303) 813-1669 /  
[www.alz.org/co](http://www.alz.org/co)

Catholic Charities Archdiocese of Denver  
Bilingual / Spanish speaking  
4045 Pecos Street  
Denver, CO 80211  
(303) 742-0828

Chore and Homemaker Services  
Arapahoe County Community Services  
1690 West Littleton Blvd., #300  
Littleton, CO 80120  
(303) 738-8080

City of Centennial Senior Commission  
[www.centennialcolorado.com/SeniorCommission](http://www.centennialcolorado.com/SeniorCommission)

Denver Center for Crime Victims (Hotline)  
(303) 894-8000

DRCOG Network of Care  
(Searchable services database)  
DRCOG's Area Agency on Aging Information and Assistance Program  
(303) 480-6700/  
[www.drcog.networkofcare.org](http://www.drcog.networkofcare.org)

Elderly Housing  
Community Housing Services  
1212 Mariposa St.  
Denver, CO 80204  
(303) 831-1750 x 202

First Ride - Senior Transit Services  
Enrollment over phone.  
Provides rides to doctor, medical and nutrition visits.  
(720) 540-5566

Grand Partners - Senior Citizen Volunteer School System Program  
Littleton Public Schools Education Services Center  
5776 S. Crocker St.  
Littleton, CO 80120-2094  
(303) 347-3414

Johnson Adult Day Program  
3444 S. Emerson St.  
Englewood, CO 80113  
(303) 789-1519

Morning Star Adult Day Care  
1016 Boston St.  
Historic Lowry Bldg., # 880  
Denver, CO 80230  
(303) 326-8320

Salvation Army  
3460 S. Sherman St. #202  
Englewood, CO 80113  
(303) 761-6111

Seniors! Inc.  
8950 East Lowry Blvd.  
Denver, CO 80320  
(303) 300-6900/ [www.seniorsinc.org](http://www.seniorsinc.org)

Senior Housing Locator  
1212 Mariposa St., #2  
Denver, CO 80204  
(303) 831-4046

Social Security Information  
(800) 772-1213

TLC Meals on Wheels  
7300 S. Clermont Dr.  
Centennial, CO 80122  
(303) 798-7642

Veteran's Affairs  
(303) 343-1268

Veterans Services  
Arapahoe County Veterans Services  
Office  
Assistance with claims and burial  
benefits  
(303) 738-8045

Volunteers of America  
(303) 297-0408

### **REALTOR ASSOCIATIONS**

Aurora Association of Realtors  
14201 East Evans Drive  
Aurora, CO 80014  
(303) 369-5549

South Metro Denver Realtor  
Association, Inc.  
7899 South Lincoln Court, #203  
Littleton, Colorado 80122  
(303) 797-3700

### **STORMWATER AUTHORITIES**

Southeast Metro Stormwater  
Authority (SEMSWA)  
76 Inverness Drive East, Suite A  
Englewood, CO 80112  
(303) 858-8844

Urban Drainage and Flood Control  
2480 West 26th Avenue, Suite 156-B  
Denver, CO 80211  
(303) 455-6277/ [www.udfcd.org](http://www.udfcd.org)

### **WATER AND SANITATION DISTRICTS**

Arapahoe County Water &  
Wastewater Authority (ACWWA)  
13031 E. Caley Ave.  
Centennial, CO 80111  
(303) 790-4830

Castlewood Water & Sanitation  
District  
9570 S. Kingston Court, Suite 310  
Englewood, CO 80112  
(303) 770-7272

Denver Water  
1600 West 12th Avenue  
Denver, CO 80204  
9303) 770-8625

East Cherry Creek Valley Water &  
Sanitation District  
6201 S. Gun Club Rd.  
Aurora, CO 80016  
(303) 693-3800

Southeast Englewood Water District  
c/o Timothy Flynn, Esq.  
Collins Cockrel & Cole PC  
390 Union Blvd., Suite 400  
Denver, Colorado 80228  
(303) 986-1551

South Englewood Sanitation District  
P.O. Box 2858  
Littleton, CO 80161  
(303) 797-6200

Southgate Water & Sanitation District  
3722 E. Orchard Rd.  
Centennial, CO 80121  
(303) 779-0261

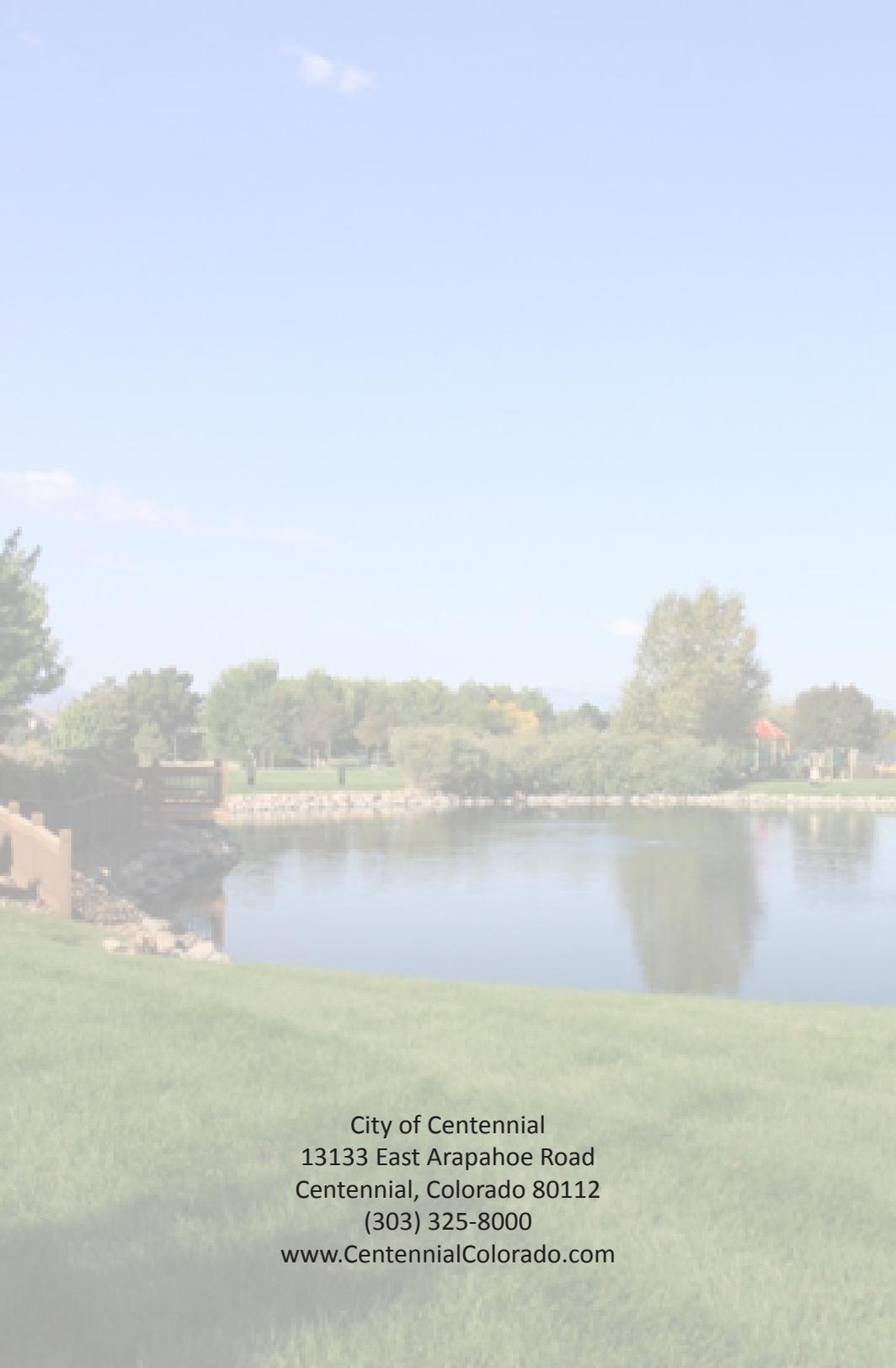
Willows Water District  
6930 S. Holly Cir.  
Centennial, CO 80112  
(303) 770-8625





IF YOU HAVE COMMENTS OR SUGGESTIONS ON INFORMATION THAT YOU FEEL WOULD BE HELPFUL TO FIND IN THIS GUIDE, PLEASE EMAIL [PLANNING@CENTENNIALCOLORADO.COM](mailto:PLANNING@CENTENNIALCOLORADO.COM) OR CALL (303) 754-3308.

YOU MAY OBTAIN ADDITIONAL COPIES OF THIS GUIDE BY EITHER VISITING THE CITY OFFICES OR DOWNLOADING A COPY FROM [WWW.CENTENNIALCOLORADO.COM](http://WWW.CENTENNIALCOLORADO.COM).



City of Centennial  
13133 East Arapahoe Road  
Centennial, Colorado 80112  
(303) 325-8000  
[www.CentennialColorado.com](http://www.CentennialColorado.com)