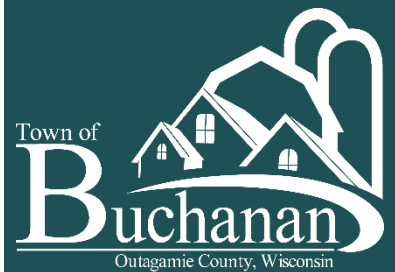


Town of Buchanan *Wisconsin*



New Resident Welcome Packet

Welcome to the
Town of Buchanan!



Town of Buchanan

N178 County Road N

Appleton, WI 54915

www.townofbuchanan.org

Welcome to the Town of Buchanan

Dear Town Resident:

Welcome to the Town of Buchanan! Buchanan is a unique blend of rural and urban development. The Town has a current population of approximately 6,915 and encompasses a land area of approximately 16.9 square miles. Buchanan shares a common boundary with the communities of Appleton, Kimberly, Kaukauna, Combined Locks and Harrison and the Towns of Holland, Wrightstown and Woodville. The Town of Buchanan strives to keep the tax rate among the lowest in the Fox Valley, while not compromising services or quality of life.

Your involvement in Town government is always welcome! Our Plan Commission meets the second Monday of each month at 7:00 p.m. and the Town Board meets the third Tuesday of each month, at 7:00 p.m. (dates and times of the meetings are posted on our website, along with any meeting changes, all meetings are held at the Town Hall). We encourage you to attend these meetings and become familiar with our Town. Darboy area Kiwanis meet on Thursday mornings at the Town Hall and encourage people to join and help the community. The Town also mails newsletters periodically throughout the year to all residents to help you keep up with what's happening in Town.

The Town office is open Monday thru Thursday from 7:00 a.m. to 4:00 p.m. and Fridays from 7:00 a.m. until noon to assist you with questions or concerns. We have a trained volunteer paid-on-call fire department and EMT staff. Officers from the Outagamie County Sheriff's Department are contracted by the Town to service this area. The Outagamie County Highway Department provides snow removal services.

Please keep this information handy it should be a valuable resource for our new residents. For any questions not answered in this packet or on our website please call the Town Hall office at (920) 734-8599.

*Sincerely,
Mark McAndrews*



**Town Chairperson
Mark McAndrews**

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Town of Buchanan-Frequently Asked Questions



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What if I need to speak with the local law enforcement?

The Town of Buchanan contracts with the Outagamie County Sheriff's Department for Town Deputies. The Sheriff's Department's number for non-emergencies is (920) 832-5000. For any emergency situation please call 911.

Where do I pay my water bill?

The Darboy Joint Sanitary District #1 office located at N398 County Rd N, Appleton, WI 54915. Payments can be mailed to the Sanitary District or paid directly at their office. Payments need to be cash or check, they can not accept debit or credit card payments.

Where do I call for water and/or sewer related questions?

The Darboy Joint Sanitary District #1 at (920) 788-6048.

Does the Town accept credit card payments?

Yes, the Town accepts credit card payments.

Where do I pay my property taxes?

Property tax bills are mailed in mid to late December each year. Payment in full or the 1st installment is due by January 31 to the Town of Buchanan, N178 County Rd N, Appleton, WI 54915 in person or by mail. After January 31, all payments are collected at the Outagamie County Treasurer's office, 410 S. Walnut Street, Appleton, WI 54911, phone number (920) 832-5065. 2nd installments are due by July 31st and payable directly to the Outagamie County Treasurer.

Where do I get a dog license?

A license can be obtained at the Buchanan Town Hall during regular office hours 7:00 a.m. to 4:00 p.m., Monday-Thursday and 7:00 a.m. to noon on Fridays. A current copy of the dog's rabies vaccination certificate must be brought along at the time the license is applied and paid for. Dog license forms are mailed in our year end news-letters, are available at the Town Hall office and on our website.

Town of Buchanan-Frequently Asked Questions

What is the cost of a dog license?

If your pet is spayed/neutered the cost is \$7.00. If not, the cost is \$12.00. If you fail to license your dog before March 31st of the current year, a \$5.00 late fee must be included for each dog you are licensing, (late fee does not apply to new puppies that have just received their first rabies vaccination or anyone who has just moved to the town after March 31st, as long as you apply for your license within two weeks).

Do I need a license for my cat?

Not at this time.

Where do I vote?

All Town residents register and vote at the Buchanan Town Hall, N178 County Rd N, Appleton, WI 54915. The polls are open 7:00 a.m. to 8:00 p.m., on election days.

Who do I contact regarding my property assessment?

The Town's assessor is Accurate Appraisal, LLC. They are located at 1428 Midway Road, Menasha, WI 54952 Their office phone number is (920) 749-8098 or 1-(800)-770-3927. Website: accurateassessor.com.

On what holidays is the Town Hall office closed?

Our Town office is closed on the following holidays: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day.

What are the Town of Buchanan's Snow Emergency Parking Regulations?

Per the Code of the Town of Buchanan, §495-19 and §495-14, no person shall park any vehicle upon any town street in Buchanan for more than 30 minutes between the hours of 2:00 a.m. and 6:00 a.m. from Nov. 1st-March 31st. If a snow emergency is declared there shall be no parking for 48 hours or until snow operations have been completed.

The Town will announce the emergency to be broadcast on WHBY and WAPL radio stations, on the Town website and Twitter.



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Town of Buchanan-Frequently Asked Questions



Who do I call if the snowplow damages my mailbox?

The Town of Buchanan contracts with Outagamie County Highway Department to plow the town roads. Outagamie County Highway Department's phone number is (920) 832-5673.

Where do I get a map of the Town?

Town maps are on the Town website under Our Community, then click on Town Maps. The maps that you can find there are the Town Official Map, Proposed Future Land Use Map and Town Existing Land Use Map. For Zoning Map information please contact the Town.

How do I find information on Town Codes or Zoning?

Town Codes and Zoning information are on the website, click on Zoning/Codes. A Table of Contents is included to help assist you with finding the section you are looking for.

Who is the Town building inspector?

The Town building inspector is Paul Hermes. He does not keep regular office hours but can be reached on his mobile phone at (920) 858-0102.

Is a building permit required?

Before beginning any building or remodeling project please check to see if a building permit is needed. Applications for building permits are at the Town Hall office during normal working hours.

How do I rent the Town Hall?

The Town of Buchanan Community Room can be rented by Town of Buchanan residents only. Rentals are accepted after November 1st for the following year. Residents need to come in to the Town Hall office during normal business hours to request their rental date, sign the rental contract and pay the current rental and deposit fees. The Community Room holds up to 55-60 people total and is rented on a first come first served basis on Saturdays and Sundays. The key would be picked up a couple of days prior to your rental, (prior to our office closing at Noon on Friday or the last business day of the week prior to your rental).



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How do I put a message on the sign in front of the Town Hall?

Written message requests from Town residents are taken at the Town Hall office during regular business hours. Town residents may also e-mail their requests, (please include your address to verify that you are a Town resident). There is no charge for putting up the signs. No sign will be scheduled before November 1st for the following year. The Town Hall sign is not available for messages on Saturdays and Sundays and when the office is closed for holidays. The messages on the sign must be appropriate, (at the Town's discretion). Town business related messages take priority over other sign requests. Messages must be abbreviated to fit the sign: 14 letters including spaces per line and three lines maximum. We will try to honor sign requests but will not guarantee any sign will go up.

Are burning permits required?

Burning permits are required for burning yard waste. Permits must be obtained at the Town Hall office prior to the burn and the rules for burning must be followed. Burning rules are available at the Town Hall office or on the website.

Does the Town have a Park and Recreation Department?

The Town does not have a formal Park and Recreation Department. Community Park is located at the corner of Noe and Midway Roads, (it is jointly owned by Harrison and Buchanan). Community Park has a shelter that can be rented by residents by calling Harrison's office at (920) 989-1062. The other Town Parks include the park that is located behind the Town Hall, Springfield Park that is located on Springfield Dr. near Just About Lane, and Hickory Park located between State Park Rd. and Briarwood Dr. just north of County Rd KK. More information on the park's amenities can be found on the Town website under Parks and Recreation.

Where is the nearest Post Office?

Combined Locks Post Office on Wallace St., has window hours 8:15 a.m. to 12:30 p.m. & 2:00 p.m. to 4:15 p.m. Monday-Friday. Saturday window hours are 8:30 a.m. to 9:45 a.m.

Town of Buchanan-Garbage & Recycling Rules



IF YOUR GARBAGE OR RECYCLING IS NOT PICKED UP CALL AND CHECK WITH ADVANCED DISPOSAL AT:

1-800-279-1930

- Wheeled carts are provided by Advanced Disposal for collection of garbage and recycling. You should have one 65-gallon cart for garbage and one 95-gallon cart for recycling.
- Garbage is collected weekly and recycling every other week on the same day as your scheduled garbage collection.
- All items must be placed in the cart in order to be collected.
- Please Note: Buchanan uses single-stream recycling. This means that all recycling can be placed in the cart (paper, cardboard, aluminum, tin, plastic and glass may now be mixed together).

Please help to keep your neighborhood clean by doing the following:

- Your garbage and recyclables must be out by 6:00 a.m. on your scheduled pick up day. To verify your garbage and recycling day please check our website under Garbage & Recycling and then click on the link that says Buchanan Garbage & Recycling days.
- Be sure to bag packing materials such as packing peanuts, bubblewrap, etc.
- Make sure that your garbage and recyclables carts are within 3 feet of the road and at least 3 feet away from any other object (mailbox, power pole, the other cart.) Advanced is using two different trucks to pick up your garbage and recycling.
- Large over-sized items and appliances require stickers that need to be purchased at the Town Hall weekdays between 7:00 a.m. and 4:00 p.m, Monday—Thursday, 7:00 a.m. and 12 noon Friday. You will then be added to the list for the next large item or appliance pick up. For more information regarding these large item or appliance pick ups please see the Appliance & Bulky Item information page on our website.
- Recycling is mandatory and if it is mixed with regular trash, it can be refused to be picked up.

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If you have any questions, please call the Town of Buchanan at 734-8599 or Advanced Disposal Inc. toll free at 1 (800) 279-1930.

Town of Buchanan - Appliances & Bulky Items

Appliance & Bulky Item Pick Up Information:

To have an appliance or bulky item removed you must purchase a sticker from the Town Hall office before noon on the Tuesday before the once a month Wednesday pick-up. The Wednesday pick-up is the third Wednesday of each month.

Freon Appliances - \$50.00 each. Other Appliances \$20.00 each.
(Please do not remove any tags or metal parts from the appliance).

Bulky Items - Small bulky items \$10.00 each. Large bulky items \$20.00 each. Small bulky items including microwaves, kitchen chairs, small tables, toilets, etc. Large bulky items are large furniture items including couches, mattress/box springs, grill (no tank), treadmills, recliners, carpets/pads (per room), etc.

Each appliance and bulky item will need an individual sticker. You should not put these items on the road side until the night before the once-a-month pick up date.

Habitat ReStore, 3000 E. College Avenue, phone number (920) 830-8400 will take some appliances and some large items. Website : www.foxcitieshabitat.org.. If you have several items, it may be more cost effective for you to rent a dumpster yourself or take the load to the Outagamie County Landfill. Outagamie County Landfill's number is 832-5277.

Note: TV's and electronic items can no longer be picked up. Please see Outagamie County's electronic recycling rules. Website: www.RecycleMoreOutagamie.org.



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Town of Buchanan-Yard Waste Guidelines



These guidelines must be followed for your yard waste to be picked up:

1. All yard waste should be out on the scheduled Monday by 6:00 a.m. for collection. Collection will continue through that week until all areas of the Town have been covered. Once they have picked up your neighborhood, they will not return until the next scheduled pickup date. Please refer to the dates listed on our website.
2. Leaves, grass clippings, garden debris, and small twigs should be placed loosely in a hard garbage container with handles. The container must not exceed 30 gallons in size. The container and the contents must not exceed 50 pounds. You may also use biodegradable brown paper bags from any hardware store, etc.
3. DO NOT USE PLASTIC BAGS OF ANY KIND! They will not pick up plastic bags containing yard waste.
4. BRUSH should be tied securely in bundles no greater than 3 feet in length and no greater than 2 feet in diameter. Large tree branches or stumps will not be accepted.
5. Please set yard waste on the opposite side of your driveway, away from your regular garbage and/or recyclables.
6. If you should have any questions, please call Advanced Disposal, Inc. at 1-800-279-1930 or the Town Hall at 734-8599.

Other options for your yard waste disposal include burning the yard waste (you will need to obtain a burning permit at our Town Hall office prior to the burn), or disposal of the waste at the Outagamie County Landfill for a fee. The landfill is located on the corner of Holland Road and Highway 00, east of Hwy 441. The Outagamie County Landfill's number is 832-5277.

The City of Appleton and Village of Harrison will not allow you to dump at their yard waste sites since you are not a resident.

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Town of Buchanan-Town of Buchanan Officials

Contact Information

Chairperson, Mark McAndrews
chairperson@townofbuchanan.org

Supervisor I, Karen Lawrence
supervisor1@townofbuchanan.org

Supervisor II, Dennis Reinke
supervisor2@townofbuchanan.org

Supervisor III, Chuck Kavanaugh
(no e-mail)

Supervisor IV, Tom Walsh
supervisor4@townofbuchanan.org

Town Administrator, Tony Brown
Townadmin@townofbuchanan.org

Clerk—Treasurer, Cynthia Sieracki
cynthias@townofbuchanan.org

Deputy Clerk/Deputy Treasurer, Cathy Bolwerk
cathyb@townofbuchanan.org

Fire Chief, Ray Mohr
rmohr@townofbuchanan.org

General Town E-mail
clerk@townofbuchanan.org

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911 for Emergency