

Helpful Telephone Numbers



All Emergencies

911

Local Services

General Information	837-2511
Building Inspection	825-1184
Sun Prairie Media Center (CATV)	837-4193
City Administrator	825-1193
City Assessor	825-1186
City Attorney's Office	825-1158
City Clerk	837-2511
Economic Development	825-0894
EMS (non-emergency)	837-3604
Engineering	837-3050
Finance/City Treasurer	825-1192
Fire Department	837-5066
Historical Museum	837-2915
Human Resources	825-1192
Library	825-7323
Mayor	825-1164
Recreation & Aquatics	837-3449
Planning	825-1107
Police (non-emergency)	837-7336
Public Works, Parks, & Forestry	837-3050
Wastewater Plant	837-6292

Public Schools

District Office	834-6500
C.H. Bird Elementary	834-7300
Cardinal Heights Upper Middle School	318-8003
Creekside Elementary	834-7700
Eastside Elementary	834-7400
High School	834-6703
Horizon Elementary	834-7900
Northside Elementary	834-7100
Patrick Marsh Middle	834-7603
Prairie Phoenix Academy	834-6903
Prairie View Middle	834-7800
Royal Oaks Elementary	834-7200
Westside Elementary	834-7500

Utilities

*Sun Prairie Utilities
(Water & Light)*
837-5500

Natural Gas
We Energies
1-800-242-9137

Phone
Verizon 1-800-483-4600

Airport, Dane County	246-3380
Cable Hookup, Charter	1-877-319-0674
Chamber of Commerce	837-4547
Colonial Club Senior Center	837-4611
Dane County Human Services	837-7380
Family Aquatic Center	837-7433
Police Anonymous Tip Line	837-6300
Post Office	1-800-275-8777
Recycle Center	837-3050
Taxi Service, City	837-5550

Add Your Important Numbers:

Resources At Your Fingertips

Sometimes it's tough to know whether we should be dealing with the city, the county, the state or the federal government. Here are some commonly requested resources.

Local	Dane County	Birth, Death & Marriage Certificates (for those outside Dane County)
City of Sun Prairie (see "Helpful Telephone Numbers") 300 E. Main Street 837-2511 www.cityofsunprairie.com	Dane County Government City County Building 210 Martin Luther King Jr. Blvd. Madison, WI 53703 www.co.dane.wi.us/	Wisconsin Department of Health and Family Services (DHFS) 1 West Wilson Street Room 158 Madison, WI 266-1373 www.dhfs.state.wi.us/
Chamber of Commerce 109 E Main Street 837-4547 www.sunprairiechamber.com	Birth, Death & Marriage Certificates (for those occurring in Dane County) Dane County Register of Deeds Address & Web Above — Room 110 266-4141	Driver's License Information Road Closures Vehicle Licenses WI Department of Transportation 266-2353 www.dot.wisconsin.gov
Family Aquatic Center 920 Linnerud Drive 837-7433	Alcohol & Other Drug Abuse Mental Health Public Health Nursing Court Services Financial Help, etc. Dane County Human Services 1202 Northport Dr. Madison, WI 53704 242-6200 www.co.dane.wi.us/humanservices/hshome.htm	Tax Forms & Information Registration Sellers Permit WI Department Of Revenue 2135 Rimrock Road Madison, WI 53713 266- 2772 www.dor.state.wi.us/
Landlord/tenant Issues Tenant Resource Center 242-7406	Animal Control & Adoption Humane Society 5132 Voges Road Madison, WI 53718 838-0413 www.humanesociety.dane.wi.us	U.S. Government Passport Application United States Postal Service www.usps.com/passport/
Library, Public 1350 Linnerud Drive 825-7323 www.cityofsunprairie.com	State Government Wisconsin - State Agencies www.wisconsin.gov/ Consumer Protection Hotline 800-422-7128 www.datcp.state.wi.us	Social Security Cards & Info 6011 Odana Road Madison WI 53719 (800) 772-1213 or local (608) 270-1141 TTY: 800-325-0778 www.ssa.gov/
Senior Activities Center Colonial Club 301 Blankenheim Lane 837-4611 www.colonialclub.org		
Sun Prairie Post Office 1715 Linnerud Drive (800) 275-8777 www.usps.com		
Work Permits Law Office of Hebl, Hebl & Ripp 1150 West Main Street (608) 837-4325 www.heblawoffice.com/		

The "How Do I" Page

More information on these and other questions can be found on the City's website at www.cityofsunprairie.com. For quick links, see the "How Do I" section on the homepage. City Hall is located at 300 East Main Street. General information: 837-2511

Register to Vote?

Register at the City Clerk's office from 8 a.m. to 4:30 p.m. weekdays, or at your polling place on election day. A voter registration form can be completed at the City Clerk's office, or found on the Government Accountability Board website at <http://elections.state.wi.us>. Questions? 837-2511



Contest My Assessment?

We recommend that you first meet with the assessor's office staff to clear up any misunderstandings.

To learn about the process, visit the City's website, call 825-1186, or email assessor_info@cityofsunprairie.com.



License My Dog?

Every dog five months or older must be licensed annually. The current fee is \$20.00; however, licenses for spayed or neutered dogs cost only \$15.00. Purchase at the City Clerk's office. You must show proof of an updated rabies shot. License by March 31 to avoid the late fee. Questions? 837-2511



Contact the Local Taxi

Get reasonably-priced fares with the City-supported shared ride taxi service. Call 837-5550 for curb to curb transportation.

Exercise My Pet?

The pet exercise area is located south of Sheehan Park on S. Bird Street. Proceed south over the railroad tracks and over the hill. It's on the left. Required annual permits are available at the City Clerk's office (fee-\$30 for the first dog; \$14 for the second or third), and daily permits are available through self-registration on-site (fee-\$5).



Enroll My Child in School?

Enrollment forms for new students may be picked up at District Office at 501 S. Bird St., or downloaded from the District website at www.spasd.k12.wi.us. You will need proof of residency and your child's birth certificate to register. Questions? 834-6500



Connect My Utility Services
Sun Prairie Utilities (water & light) -
837-5500

We Energies (gas)
1-800-242-4035

Access Various Maps of the City of Sun Prairie -
available on the City's website through this link:
<http://cityofsunprairie.com/maps-gis>



Where to Play In Our City

Parks, Recreation & Forestry Department
2598 West Main Street
837-3449

www.cityofsunprairie.com

Sun Prairie boasts 43 parks covering 425 acres, with 20 shelters, 10 with restrooms. There is literally something for everyone, from horseshoes to outdoor hockey rinks. Check out the City's website for information about parks and amenities, stop by the Parks, Recreation and Forestry Department at 2598 West Main Street, call or email us (info above).

Family Aquatic Center (FAC)

Located at the corner of South Bird Street and Linnerud Drive, the FAC is every kid's dream, with a water slide, two kiddie slides, numerous fountains, sand volleyball courts and a 210-foot zero depth entrance for hours of fun. Browse the City website to get season pass information, discover exciting programs and learn how to sign your kids up for lessons. For pool hours call 837-7433 (June - August).



Youth & Adult Programs & Special Events

- The winter/spring issue of *The Rec Connection* is available in January for activities January - April.
- The Summer Fun Guide is available in April and covers activities for May - August.
- The fall/winter issue of *The Rec Connection* is available in September for activities September - December. These guides are posted on the web. Check the website for more details and information.

What Else? A LOT! Sign-up for programs online!

- Concerts in the park
- Sledding hills and ice skating rinks
- Special events
- Community gardens for public use
- Trips to Chicago
- Adult volleyball and softball leagues — a great way to meet new people and get exercise.





Help Us Keep Your Family Safe

Police Department
837-7336 (non-emergency number)
www.cityofsunprairie.com

Sun Prairie is one of the fastest growing communities in Wisconsin for many reasons, one of which is that people feel safe living here. Let us help you protect your family and your property.

We'll Conduct a Safety Survey of Your Home

Is your home as safe as it could be? Why take the chance. Sign up for our free home security survey and an officer will come to your home and check your lights, locks and landscaping, and make recommendations. Contact Officer Ben Pluim at 837-7336 (non-emergency), or by email at bpluim@cityofsunprairie.com.



Extra Patrol Requests

If you wish to request extra patrols or speed enforcement measures for your neighborhood because of speeders or suspicious activity, call 837-7336 (non-emergency).



Help Protect Your Bicycles from Theft

You can register your family's bikes for FREE. Taking a few minutes to do so may well lead to your bike's return. Many stolen bikes are abandoned and later recovered by police, but are not claimed by their owners. Stop by 8 a.m. to 4:30 p.m. at the police department at 300 East Main Street (City Hall) or 2598 West Main Street to register your bike.



Recruitment

The police department encourages applications from qualified men and women. The department believes in hiring quality professionals with compassion for people, enthusiasm, and the desire to do well.

The department has expanded recruitment efforts to include non-traditional candidates in the hopes of attracting a more diverse field of applicants. For current job opportunities, check out the Human Resources page on the City's website.

Garbage, Recycling & Yard Waste

For collection days and instructions:

- Look for your area on the map that is included with this packet.
- Visit the Public Works Department on the City's website:
www.cityofsunprairie.com
- Stop by City Hall at 300 East Main, call us at 837-3050, or email publicworks@cityofsunprairie.com

Yard Waste

Yard waste (leaves, grass, and twigs smaller than a pencil) is collected curbside once in the spring and twice in the fall. You can also take it to the Recycle Center located at 1798 S. Bird Street. A permit is required to use the Center. Apply for one on-line or stop by second floor of City Hall.

Brush Collection

Brush (sticks and branches) is collected mid-April through mid-November for residents of 1-4 unit dwellings. Brush can be taken to the Recycle Center (permit required) year-round.

Recycle Center

The Recycle Center accepts these items:

- Appliances (no Freon)
- Automotive Motor Oil
- Metal Items
- Vehicle Tires (off rim)
- Brush Material & Yard Waste
- Automotive Batteries
- Fluorescent Light Tubes and Bulbs
- Flattened Cardboard

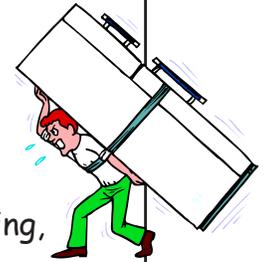
Visit the City's website or call 837-3050 for hours.

Items that don't fit in your cart,

(furniture, carpeting, toilets, mattresses, etc.) are collected on your regular collection day. You **MUST** call Advanced Disposal (251-7878) to schedule pickup and make payment to them.

Move-in boxes can be flattened and taken to the Recycle Center (permit required). Call 837-3050 for hours.

Get a copy of the City's Refuse and Recycling Guidelines on the web, or call 837-3050, or send an email to:
publicworks@cityofsunprairie.com



Making Changes to Your Home

You may be surprised at the number of home improvement projects that require a permit and an inspection. This is for your safety. It's important that professionals double-check projects you may undertake or people you might hire.

Mistakes can be COSTLY!



When Do You Need A Building Permit?

A building permit is needed when your project involves an addition or change to the exterior or interior of your home or any accessory structure, and for any electrical, heating or plumbing work.



For exterior work, a permit is needed to:

- Replace the roof on a house or garage
- Replace the siding on a house or garage
- Add a screened porch or deck
- Replace window frames
- Install any type of swimming pool
- Put up a fence
- Build a new house, garage or storage shed
- Install or repair a handrail, guardrail, or steps
- Replace electrical service

For interior work, a permit is required to:

- Install a hot tub or whirlpool
- Install a ceiling fan
- Replace or add a furnace or central air conditioner
- Remodel or alter any room, including cabinets
- Replace or add a water heater or water softener
- Install a wood or gas stove or fireplace
- Finish or remodel a basement
- Install drain tile or basement drainage system
- Add electrical outlets or fixtures
- Modify the plumbing system

To Obtain a Building Permit

Visit us online at
www.cityofsunprairie.com
Building Inspection Department
or

300 East Main Street

For More Information:

Call 825-1184 or

email buildinginspection@cityofsunprairie.com

Jobs With The City

Human Resources
www.cityofsunprairie.com
825-1192



How do I find out about current employment opportunities with the City?

- Visit the *Human Resources* department section of the City's website;
- Stop by City Hall at 300 East Main Street, second floor;
- Call us at 608-825-1192;
- Email us at sp-jobs@cityofsunprairie.com.

What do I need to submit?

All applicants must complete an **employment application form**, which can be obtained by any of the contact means above. You may submit your application by mail, fax or email, or drop it off at City Hall.

Will you keep my application on file for other job openings?

We receive unsolicited applications on an ongoing basis. Applications remain in an active file for twelve months and we consider applicants for openings for which they are qualified.



When is the City recruiting for police officers?

We conduct an annual testing process for police officers, normally in mid-summer of each year. If interested, please contact us anytime with an email or postal address.

We will keep the information on file and send you the application and testing information during the process.

Hours & Services A - H

Unless otherwise noted, locations are at City Hall, 300 East Main Street. The Police, EMS and Fire Departments also have facilities located at 2598 W. Main Street.

Assessor Call for extended hours for our spring <i>Open Book</i> and property inspection appointments from July thru January.	825-1186	Emergency Medical (EMS) 124 Columbus Street	837-3604
<ul style="list-style-type: none">• Schedule a property inspection• Change a name or address record• Contest your assessment• Learn what's in your property record		<ul style="list-style-type: none">• Obtain a "file of life" packet	
Building Inspection	825-1184	Engineering	825-1170
<ul style="list-style-type: none">• Obtain a building permit• Report a run-down property• Learn about building and renovation requirements		<ul style="list-style-type: none">• Bid on City contracts• Obtain driveway & street opening permits	
Media Center 1350 Linnerud Drive By appointment -	837-4193	Finance	825-1178
<ul style="list-style-type: none">• Access free studio and field production equipment• Show your programs on-air		<ul style="list-style-type: none">• Make payments for, and ask questions concerning, your property taxes and ambulance bills	
City Clerk	837-2511	Fire 135 N. Bristol Street	837-5066
<ul style="list-style-type: none">• Register to vote• Obtain a dog license• Reserve a meeting room at City Hall• Learn what licenses and permits you need from the city, county or state		<ul style="list-style-type: none">• Obtain a burn permit• Schedule a tour of the facility	
		Human Resources	825-1192
		<ul style="list-style-type: none">• Apply for a City job	
		Historical Library and Museum 115 East Main Street — Call for hours	837-2915
		<ul style="list-style-type: none">• Take a museum or walking tour• Look up ancestors in archival records	

Hours & Services L - Z

Unless otherwise noted, all locations are at City Hall (300 East Main Street). Hours are 8 a.m. to 4:30 p.m., Monday-Friday.

Library 1350 Linnerud Drive **825-7323**
Monday - Thursday: 9 a.m. to 9 p.m.
Friday - Saturday: 9 a.m. to 5 p.m.
Sunday (Labor Day to Memorial Day): 1 to 5 p.m.

- Obtain a library card
- Reserve meeting rooms
- Use public computers
- Sign up for programs for kids & adults
- Reserve books, cd-roms, compact disks, videos books on tape, and more

Recreation and Aquatics **837-3449**
2598 W. Main Street

- Register for programs throughout the year for youths and adults
- Reserve a shelter
- Learn the location of city parks

Planning **825-1107**
• Obtain zoning ordinance and development information

Police **837-7336 (non-emergency)**
(Westside Station: 2598 W. Main Street)
24 hours a day, 7 days a week
Records counter: Monday - Friday, 8 a.m. to 4:30 p.m.
Fingerprinting (live scans only), 300 E. Main Street location only, first Tuesday of the month only, noon - 2 p.m., free if you live or work in Sun Prairie, \$15 if not.

- Anonymous tip line **608-837-6300**
- Sign-up for free home or business security checks
- Pay parking tickets and citations

Public Works, Parks, & Forestry **837-3050**
201 S. Bristol Street

- Dispose of brush and yard waste
- Obtain information on garbage collection and recycling
- Report street or sidewalk conditions

Sun Prairie Utilities **837-5500**
125 West Main Street

- For questions and payments regarding your water and light bill

Water Pollution Control Facility **837-6292**
3040 Bailey Road

- Ask questions about your sewer bill
- Get help dealing with sewer backups