



# WELCOME PACKET TOWN OF PENDLETON



HISTORY  
HOSPITALITY  
HAPPENINGS...

# HOME

# ROLL CART & RECYCLING PICK-UP SCHEDULE

YOUR TRASH DAY IS?

\*Disregard if  
dumpster only



## Monday

Bailey Ave.	Medlock Cir.
Belmina St.	Pinewood Dr.
Boggs St.	Poplar St.
Brown Rd.	East Queen St.
Cedar Ln.	(From Crenshaw
Central Rd.	St.
Chester Cir.	to Town limit Sign)
Crawford Cir.	Queens Mill
Crenshaw St.	Robinson St.
Crouch Dr.	Stephens Rd.
Gantt St.	Warley Cir.
Greenville St.	Washington Cir.
Hopkins Ave.	Watkins Dr.
Lakeview Dr.	White St.
Maple St.	Woodland Cir.
	Woodland Dr.

## Tuesday

Benjamin Blvd.	E. Main
Bermuda Dr.	(From Depot St. to
Bostic Ct.	Lebanon Rd.)
E. Blueridge St.	Major St.
W. Blueridge St.	Maverick Dr.
Buchanan Cir.	Maxwell Ave.
Burrell St.	McGee St.
Calhoun Blvd.	Miller St.
Cherry St.	Pinckney St.
Church St.	Plantation Dr.
Colonial Ct.	E. Queen St.
Dart St.	(From Greenville St.
N. Elm St.	to Crenshaw St.)
S. Elm St.	Renewal Dr.
Exchange St.	Rusk Cir.
Gaillard St.	Sarrar St.
Green St., East	Seawright Dr.
Harrison St.	Spyglass Lane
Helen Ave.	Thomas St.
Indigo Dr.	Town Creek Blvd.
Lebanon Rd.	Tralee Dr.
Lee St.	Wellford Dr.
Legacy Way	Westinghouse Rd.
Long Dr.	Windward Ct.
Magnolia Ln.	

### Short Streets | Wednesday

-Businesses along E. Main St.  
(From 156 E. Main to Depot St.)  
-Sitton Dr.

## Wednesday

Adger Rd.	E. Main St.
Antique Ct.	(From Mechanic St.
Beecove Way	to Depot St.)
Brasstown Ct.	S. Mechanic St.
Brickyard Rd.	Meehan Way
N. Broad St.	Micasa Dr.
S. Broad St.	Millhome Way
Capslock Trl	Old Compton Dr.
Crooked Cedar Way	Perimeter Rd.
N. Depot St.	Phillips Dr.
S. Depot St.	Pioneer Ln.
Duke St.	Pruitt St.
Harris Pl.	E. Queen St.
Hillandale Rd.	Samuel St.
Hillcrest Dr.	Seaborn Circle
History Ln.	Shannon Dr.
Homeplace Dr.	Shirley St.
Karkinnen Ct.	Sliding Rock Rd.
Kirk Ln.	Sweetheart Nk.
Laurel Dr.	Tin Roof Ct.
La Vista Pl.	Village Way
Liberty Hall Dr.	White Oak Pl.
Magnolia Terr.	Woodburn Rd.
	Woody Rd.

## Thursday

Alameda	Noble Ln.
Bellflower Ln.	Press Way
Cambridge Ln.	Printers St.
Canterbury Rd.	W. Queen St.
Clark St.	Riverside St.
Excelsior Mill Rd.	Rothenburg Ct.
Giles St.	Royal Way
Grand Oak Cir.	Russell St.
Green St.	Scott St.
Hamburg St.	Sitton St.
Heritage Place Dr.	Stratford Rd.
Jackson St.	Swaney Ln.
Jones St.	Thompson St.
Keese St.	Town St.
Letterlane	Traditional Dr.
W. Main St.	Vance St.
N. Mechanic St.	Weaver Way
Montpelier Dr.	Westminster Dr.
Morse St.	Williford Dr.
	Winston St.



# ROLL CART CONTAINER CURBSIDE COLLECTION



## Instructions and Guidelines

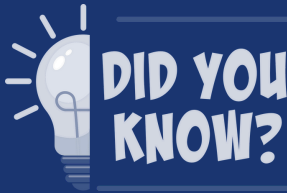
The following instructions and guidelines should be used by all residents of the Town of Pendleton concerning the use of the roll cart container system and other services provided by the Town. The Town will make every effort to ensure the cart system operates smoothly. Your help is greatly appreciated. Please do not hesitate to call Town Hall at (864) 646 -9409, if problems arise.

- Garbage shall be placed in plastic bags prior to being placed in the roll cart container and shall be drained of all liquids.
- All garbage must be placed in your roll cart container.
- On your scheduled day of collection, roll your cart to curbside in front of your house.
- **DO NOT PLACE ROLL CARTS IN THE STREET.**
- During the week, between collections, remove your roll cart container from curbside.
- roll cart containers should be placed curbside no later than 7:00am on the day of collection and must be removed from curbside no later than 9:00pm on the same day.
- The roll cart container is owned by the Town, but routine upkeep and protecting it from being stolen is the users responsibility.
- Do not place items such as poisons, acids, caustics, explosives, concrete, wood, bricks, furniture, oils, gasoline, paint, paint thinner, kerosene, toxic substances, limbs, leaves, branches and other dangerous materials in the roll cart container.
- The roll cart container must not be used for any other purpose other than storing and collecting garbage.
- Do not mark, write, paint, cut or alter the roll cart container in any way.
- As needed, oil the wheels and wash out the roll cart container with soap and water to keep it clean and sanitary.
- The Town maintains ownership of the roll cart containers at all times. If you move notify Town Hall at (864) 646 -9409.
- If your roll cart container is stolen or damaged, call Town Hall immediately.
- There will be no collection on Town holidays. Do not roll carts to curbside on these days. Complete schedule is available at [www.townofpendleton.org](http://www.townofpendleton.org)
- During inclement weather, Public Works will attempt to operate normally, and each resident may choose whether or not to roll out their carts. If collection is postponed entirely, containers will be picked up on the next available day.
- Handicapped residents may make a written request to the Town for special pickup consideration. For more information about this service, contact Town Hall at 646 -9409.

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving & Day After  
Christmas Eve  
Christmas Day & Day After



# CURBSIDE RECYCLING INFORMATION



Recycling reduces the need to build landfills and incinerators. It reduces pollution caused by the extraction and processing of raw materials as well as the manufacturing of products using raw materials. Recycling also has many economic benefits. It turns items that otherwise would become waste into valuable resources. Recyclables have value. The recyclables you place in the bin or take to the drop-off center end up on the market as commodities that are bought and sold.

## Recycling Bins

If you are in need of a recycle bin, the Town provides you with a bin. If you have not received a blue recycle bin from us, please call Town Hall at (864) 646 -9409.

## Recycling Drop -Off Center

For your convenience, there is a small recycling center located at 600 E. Queen St. in Pendleton. There, you can bring used oil, oil filters, oil quart bottles, transmission fluid, hydraulic fluid, gear oil, and batteries along with all items listed in this brochure.

## Recycling Pickup

Please place your bin at curbside no later than 7:00am on the day of collection. Pick up dates are listed on page 2.

## WHAT CAN YOU INCLUDE IN THE BLUE RECYCLING BINS?

### PLASTIC

Soft drink, milk, water bottles, detergent, bleach, food containers, shampoo, and items with #1 or #2 recycling symbol on it.

- **Remove caps, rinse, and clean out old food.**

### ALUMINUM CANS

All aluminum drink cans.

- No pie plates, foil, or aerosol.
- **Must rinse out.**

### STEEL CANS

Food and juice cans.

- **Must rinse out.**

### MIXED PAPER

Newspapers, magazines, paper backs, writing paper, computer paper, paper grocery bags, and cereal boxes.

- **Please do not tie with string.**

### CARDBOARD

Corrugated cardboard only. No wax coating.

- **Please flatten boxes**
- **Stack cardboard next to the bins.**

**\*GLASS CAN NOT BE RECYCLED THROUGH THE BLUE RECYCLING BINS. RESIDENTS SHOULD TAKE GLASS TO THE RECYCLING CENTER LOCATED AT 600 E. QUEEN ST.**



### Questions?

We are not able to accept all items. If you have any questions about recycling, please call the Anderson County Solid Waste Division at (864) 260 -1001 or Town Hall at (864) 646 -9409





# LEAF, BRUSH, DEBRIS & METAL COLLECTION

## ITEMS PICKED UP BY THE TOWN

**Ashes, Brush**

**Household Appliances**

\*Doors must be removed or item taped shut

**Leaves & Grass Clippings**

**Residential Bulk Waste**

**Street Refuse**

**Yard Waste**

**General Bulk Waste**

\*Ex. Items, which because of shape/ size, cannot be placed into a roll cart. general

\* Ex. appliances, furniture, large crates and other similar items

**General Rubbish**

\*Ex. All refuse, tin cans, old vessels of all sorts, useless litter, discarded clothing & textiles, etc.

**Refuse**

\*Ex. Combination of garage, general rubbish, and ashes.

## INSTRUCTIONS AND GUIDELINES

- With the exception of leaf season, all grass clippings and leaves shall be enclosed in disposal bags, securely tied, and placed in a location near the street to facilitate the collection process.
- Normal seasonal yard trimmings and prunings in reasonable quantities will be removed by the Town.
- Tree branches and shrubbery trimmings shall be cut to length no longer than six feet in length and six inches in diameter.
- Abnormal quantities of trimmings, any lot clearings, tree removals or stump removals shall be transported to the sanitary landfill by the owner or the contractor.
- Nothing shall be disposed of or placed in the drainage ditch.
- The Town of Pendleton will make special exceptions for removal of normal seasonal yard trimmings and pruning in reasonable quantities for elderly or handicapped customers even when contracted, on application approved by the Public Works Department.
- Every contractor, carpenter, builder, tenant or homeowner who constructs, repairs or alters a building in the Town shall remove all refuse incident to such construction, repairs or alterations at his own expense and no part thereof shall be deposited or left on the sidewalk adjacent thereto.



## LEAF SEASON



**October 1-March 31**

- Neatly pile leaves at the edge of your lawn for easy pick up.
- Leaf pick up will occur as soon as practical after your scheduled sanitation route.
- Make two distinct piles of leaves and one of branches & lawn debris.
- Expect a delay in pick up during hard rain spurts due to wet vegetation.



## **Open Burning Ordinance No. 07-03**

Please note that burning leaves, brush or trash is not permitted within the town limits. According to town ordinance, only small fire pits for recreational use are allowed. Always prioritize safety and ensure that fires are never left unattended.

# EVERY DROP COUNTS

Growing populations and ongoing drought conditions are squeezing our water resources dry, causing natural habitat degradation and impacting our everyday use of water. We have no choice but to pay more attention to how we are using water, and how we may be wasting it. We must bridge the gap between our understanding of how important water is to our survival and what we can do to ensure that we have an adequate supply of clean water for years to come. Let's take action by conserving water both inside and outside our homes.



## DID YOU KNOW?

A dripping faucet can easily waste 180 gallons in just one month, or a leaking toilet could amount to \$500.00 on a single water bill? Just a small water leak can waste enough water for you to notice an increase on your water bill. Be sure to handle your water leaks promptly to avoid paying high water bills.

## WATCHING WATER WASTERS

### The Shower/Bath:

- Replace your showerhead with an ultra low-flow version.
- Replace worn gaskets and washers. Replace washer-less faucets.
- Tighten waterline connections and valves.

### The Toilet:

- Check the toilet for leaks by adding food coloring to the tank. If the toilet is leaking, color will appear in the bowl within 1 hour. Check the toilet for worn out, corroded, or bent parts.
- See if the ball valve drops squarely into the drain opening. If not, clean it out or replace the valve if its worn.
- Make sure the flush handle isn't stuck in the flush position.
- Replace the overflow tube if it has holes below the water level.

### The Kitchen:

- Minimize the use of kitchen sink disposals.
- Do not use running water to thaw meat or other frozen foods.

### Appliances:

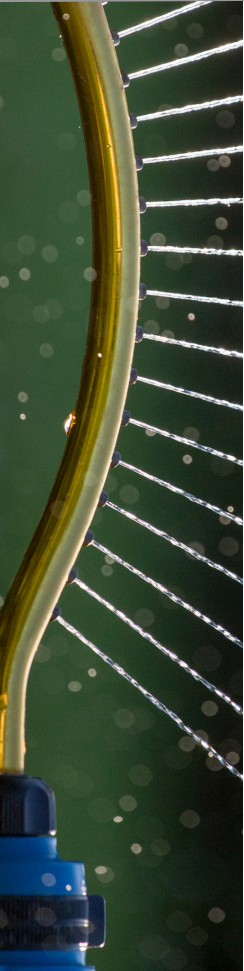
- Your washing machine load size is adjustable, adjust your water accordingly to your load size.
- Look for water drips or stains underneath or behind your dishwasher and/or washing machine.

### Water Heater:

- Replace the water pressure and temperature valve, if needed.
- Tighten the drain valve.

### Watering the Lawn:

- Do not over water your lawn. As a general rule, lawns only need watering every 5 to 7 days in the summer.
- Water your lawn during the early morning hours when temperatures and wind speed are at their lowest. This reduces losses from evaporation.
- Check for damage to any sprinkler heads and never leave your sprinkler or hoses unattended.



Verify your home is leak free, because many homes have hidden water leaks. Read your water meter before and after a two-hour period when no water is being used. If the meter does not read exactly the same, there is a leak.



# SEWER BACKFLOW

## CAUSES, PREVENTION, AND RESPONSIBILITIES

**Sewer backflow** is the undesirable reversal of the flow of water or other liquids, mixtures, gases, or other substances into or towards the distribution piping of a potable supply of water from any other sources.

**CAUSES** The property owner can do many things to prevent the sewer lateral from backing up. Remember too, that the very same things can help to prevent backup's in the sewer main as well. If everyone would be careful about how they dispose of certain products, our systems would be a great deal more efficient, cause fewer backups, cost us all less money, and prevent a lot of misery. To prevent these issues, do not pour thick liquids like grease and milk down the drain, do not use a toilet to dispose of paper towels, diapers, or other paper products; be aware of the roots from bushes and trees as they could burst a pipe in search of water; do not use the toilet to dispose of hypodermic needles; and do not pour hazardous or flammable materials down your drain.

CONTACT  
US ...



- If your sewer is stopped up or overflowing.
- If you smell sewage.
- If you see sewage running in the road, in a ditch, or coming from a manhole.
- If you have any sewer related issues.

### **PREVENTION**

- Inspect your side sewer and septic systems regularly.
- Reduce the amount of rainwater entering the sewer system. Have rain gardens, rain barrels, pervious pavements, and green roofs.
- Keep storm drains clear of any leaves, debris, etc.
- Prevent tree roots from breaking and going through the sewer pipes.
- Dispose of garbage, hair, etc. in trash cans, not the toilets.
- Dispose of grease in the trash can or recycle it.
- Prevent harmful chemicals from entering the wastewater system.
- Use simple biodegradable household, and personal products.
- Prevent medicines from entering the wastewater system. Return medicines to the pharmacy or dispose of them in a trash can.

### **WHAT WILL HAPPEN WHEN YOU CALL ABOUT A SEWER BACKUP**

- You will be asked questions about the backup timing, location, the property at risk, etc.
- Town personnel will check for blockages in the main line. If found on the town's side of the sewer line, the blockage will be cleared.
- If the main line is not blocked, you will be advised to call a plumbing or sewer contractor to check your service line. Maintenance and repair of the service line is the owner's responsibility.



See also our FOG information for additional ways to help prevent sewer backflow.

# F.O.G CLOGS

## RESIDENTIAL INFORMATION



**What is FOG?**

FOG refers to fats, oils, and grease from food preparation and kitchen clean up.

**Sources of FOG:**

- Meat fats
- Cooking oil
- Food Scraps
- Dairy Products
- Sauces, salad dressings, and mayonnaise
- Lard, shortening and butter

### WHY DOES FOG CAUSE PROBLEMS?

When FOG is discharged into the sewer, it solidifies and sticks to the walls of the pipe. FOG buildup can block the line, causing the sewer to backup. This can result in:

- Clogged drains and/or toilets
- Sewage backup in your home
- Sewage into the environment
- Damaged property and expensive clean up

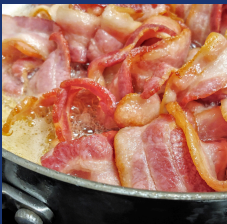
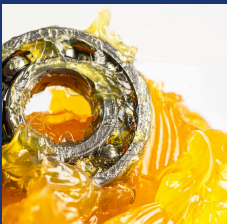
### Dos & Don'ts to keep fats, oils, and grease out of the sewer system:

✓ Pour cooked cooking oil into garbage or covered container.

X Do not pour FOG down the garbage disposal or sink drain.

X Do not use hot water to wash grease down the drain.

✓ Pour cooked oil, fats and grease into a can or other container with a tight lid (coffee can, glass jar or plastic container) and dispose of it in the garbage.



### What are businesses doing?

FOG is discharged not only by residents but also by businesses. Food service establishments are required to install and maintain grease traps and have a management plan in place to prevent FOG discharge. Other industrial businesses are regulated and inspected regularly to ensure minimal FOG discharge. Working together we can all prevent sewer clogging and sanitary sewer overflows and protect our environment.

### Isn't throwing grease into the landfill just creating a different problem?

FOG effectively breaks down under landfill conditions over time. Fats, oils, and grease cause greater environmental problems when they enter the wastewater system and end up in our waterways, the ocean, impacting marine life.



# INFORMATION FOR BUSINESSES

Pendleton offers a southern hospitality that is beyond compare. Our picturesque town, on the South Carolina National Heritage Corridor, offers a glimpse of days gone by. The entire town is on the National Historic Registry, so history can be found on every street. We are a living and working community of approximately 4,000 residents. And although we continue to grow, our small-town uniqueness remains the same. We're glad you're here!

## BUSINESS LICENSE

All entities conducting business within Town limits are required to obtain a Town Business License. This license should be renewed annually, and the fee is based on the business's gross receipts. You are permitted to estimate your gross receipts for the first year. However, in subsequent years you will be required to show proof of gross receipts for business conducted in the prior year. It is important to note that general contractors, as well as all subcontractors, must obtain a business license. Questions regarding the licensing process may be directed to our staff at 864-646-9409, or by email to [info@townofpendleton.org](mailto:info@townofpendleton.org).

## HOSPITALITY TAX

If your business will be serving prepared food, and or beverage for immediate consumption, you are required to remit a monthly hospitality tax to the Town, which equals 2% of your gross receipts. The tax is due on the 20th of each month for the previous month. Payments not made within this time frame are subject to a 5% penalty, which is assessed on the amount due, not on the gross receipts. If you have questions about this, please call 864-646-9409 and someone will assist you.

## SIGNS/BUILDING ALTERATIONS

If you plan to erect any signs or make any alterations to your building you must contact our Planning and Zoning Department to obtain the necessary permits. You may reach our Planning and Zoning Administrator, David Poulson, at 864-646-9409, or by email to [davidp@townofpendleton.org](mailto:davidp@townofpendleton.org).



Pendleton Area Business Association is a non profit organization of the businesses in and around the area of Pendleton, SC with the goal in mind to promote Pendleton and it's businesses and encourage it to grow in keeping with it's historic nature. For inquiries, contact us at: [paba.pendleton@gmail.com](mailto:paba.pendleton@gmail.com).

## Welcome to the Town of Pendleton



PLEASE READ THE FOLLOWING IMPORTANT INFORMATION CONCERNING YOUR TOWN TAXES.

PLEASE NOTE: Corrections/changes to taxes must be made at the Anderson County Assessor's Office. Anderson County provides tax information to the Town of Pendleton. Failure to inform the Assessor's Office will result in no correction/change in future notices.

As a new resident or homeowner, it is your responsibility to check with the tax office at Anderson County (864)260-4033 to make sure **all taxes are current**.

Even if you just purchased your home or property, and your **closing attorney** was in charge of paying the taxes, please **check behind them**. The current homeowner is ultimately responsible for paying all Town and County taxes.

If you are a legal resident of the home, you may qualify for the **4% legal residence**. Owner of property is required to apply for legal residency with Anderson County, Assessor's Office. Failure to do so will result in taxes being assessed at 6%.

**Homestead Exemption** status is available for qualified applicants. Qualifications are: 65 years or older, declared totally or permanently disabled, or legally blind. To apply, you must do so at the Assessor's Office in Anderson.

Anderson County mails tax notices in October each year. Your town taxes will be included in the county statement. If you do not receive a notice, please call the Tax Department at Anderson County. Penalties are assessed on 15 January.

Town and County taxes are paid in Anderson, 401 E. River St., the county Annex building.

### Property taxes are calculated as follows:

Market Value X Assessment Ratio = Assessment X Millage = Property tax amount.

Example: \$85,000 (Market Value) X .04 (assessment ratio) = 3,400 (assessment) X .137 (tax millage rate) = \$465. (amount of taxes due).

### For More Information:

Anderson County  
Assessor  
864-260-4028

Anderson County  
Auditor  
864-260-4027  
[andersoncountysc.org](http://andersoncountysc.org)

Anderson County  
Treasurer  
864-260-4033

## HOW TO CONTACT US

### MAYOR

FRANK CRENSHAW

[frank@tvandappliance.com](mailto:frank@tvandappliance.com)

[frankh@townofpendleton.org](mailto:frankh@townofpendleton.org)

-does not check frequently.

[towncouncil@townofpendleton.org](mailto:towncouncil@townofpendleton.org)

236 E. QUEEN ST. (HOME)

221 E. MAIN ST. (WORK)

864-646-7609 (HOME)

### TOWN COUNCIL-WARD 1

LYN MERCHANT

[lynm@townofpendleton.org](mailto:lynm@townofpendleton.org)

[towncouncil@townofpendleton.org](mailto:towncouncil@townofpendleton.org)

118 N. ELM STREET  
PENDLETON, SC 29670

864-376-2485 (CELL)

### TOWN COUNCIL-WARD 2

BARBARA HAMBERG

[barbarah@townofpendleton.org](mailto:barbarah@townofpendleton.org)

[towncouncil@townofpendleton.org](mailto:towncouncil@townofpendleton.org)

907 CROUCH DRIVE  
PENDLETON, SC 29670

864-247-4682 (CELL)

864-646-2887 (HOME)

### TOWN COUNCIL-WARD 3 MAYOR PRO-TEM

VINCE GAULIN

[vinceg@townofpendleton.org](mailto:vinceg@townofpendleton.org)

[towncouncil@townofpendleton.org](mailto:towncouncil@townofpendleton.org)

211 KEESE STREET  
PENDLETON, SC 29670

864-247-8207 (CELL)

### TOWN COUNCIL-WARD 4

JEFF VAN DRIE

[jeffv@townofpendleton.org](mailto:jeffv@townofpendleton.org)

[towncouncil@townofpendleton.org](mailto:towncouncil@townofpendleton.org)

103 PRUITT STREET  
PENDLETON, SC 29670

219-707-7315 (CELL)

### TOWN HALL (864-646-9409)

MAYOR- TOWN ADMINISTRATOR- MUNICIPAL CLERK-BUSINESS LICENSE-WATER/SEWER BILLING  
PLANNING/ZONING-CODE ENFORCEMENT-ANIMAL CONTROL  
TO RESERVE A SHELTER AT BARRETT'S PLACE PLAYGROUND

### PUBLIC WORKS (864-646-9073)

STREETS-SANITATION-RECYCLING-WATER-SEWER

### WASTEWATER TREATMENT PLANT (864-722-2602)

### ANDERSON COUNTY SHERIFF'S OFFICE (864-260-4444)

DISPATCH NON-EMERGENCY

**NEW!**  
Visit [www.townofpendleton.org](http://www.townofpendleton.org)



Use the "Report It" button  
to submit non-emergency  
concerns and requests.

FOR NON-POLICE EMERGENCIES AFTER HOURS OR ON WEEKENDS- CALL 864-646-9073





## GET IN TOUCH

Monday-Friday 9am-5pm 864-646-9409

Non-Life Threatening 864-646-9073  
Emergency after hours:

[info@townofpendleton.org](mailto:info@townofpendleton.org)

[www.townofpendleton.org](http://www.townofpendleton.org)



TownofpendletonSC29670



@pendletonsouthcarolina