



## Welcome to the Village of Watkins Glen

- ❖ **The following information may be of help to you as a newcomer to Watkins Glen. Should you have any further questions please contact the Village Office at:**

Address: 303 North Franklin Street  
Watkins Glen, NY 14891

Phone: 607-535-2736

- ❖ **Regular office hours are from 8:00am - 4:30pm Monday – Friday, Memorial Day-Labor Day office hours are from 7:30am-4:30pm Monday-Thursday and 7:30am- 1:30pm Friday. The office is closed on the following dates:**

- New Year's Day
- MLK Day
- Presidents day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas

- ❖ **Please visit our Village Website at: [www.watkinsglen.us](http://www.watkinsglen.us) in order to find general information, local code, forms, applications, agendas, minutes, utility payments, Code Red sign up, and much more!**

- ❖ **Please like and follow us on Facebook for daily updates!** 

- ❖ **Helpful Numbers:**

- Village Office: 607-535-2736
- Village Police Department: 607-535-7883
- Fire Department: 607-535-7700
- Electric Department: 607-535-6873
- Water Department: 607-535-6914
- Street Department: 607-535-6872
- Parks Department: 607-535-4438
- Water Reclamation Department: 607-535-9962
- Code Enforcement: 607-535-6871
- Village Court: 607-535-9717
- Non-Emergency County Dispatch: 607-535-8222
- **Emergency Services: 911**

❖ **Utility Payment Instructions:**

- Utility bills are sent to residents on the First of each month (unless the First falls on a weekend). The Village of Watkins Glen offers the utilities of: Electric, Security Lighting, Water, and Sewer. Attached you will find the utility rate information. For properties requiring gas you may contact NYSEG at: 607-796-4675.
- You are able to pay your utility bill online at [www.watkinsglen.us](http://www.watkinsglen.us) , in person at the Village Office during business hours by credit card, check, money order, cash, by phone via credit card, by mail, or placing a payment with your information in the drop box located in the Municipal Office entrance which is open 24 hours a day. \*All credit card transactions require a 3.75% convenience fee. \*All online payments require a service fee of \$4.25 for credit card payments and all online payments made via electronic check require a fee of \$1.95.
- If utilities are not paid by the designated due (the 20<sup>th</sup> of each month, unless otherwise stated on your bill) date there is an additional 10% late fee added to the water and sewer charges.
- Each resident must fill out the attached utility application form upon putting utility services in their name and upon removing their name from utility services.

❖ **Recycling Information:**

- Recycling is picked up as a complimentary service by Cardinal Disposal every second and fourth Tuesday of the month. Please place all recyclable items in proper bins on your property curb prior to 7:00 am. Your utility bill will provide you with exact dates as a reminder. If you have any questions regarding recycling please call Cardinal Disposal at: 607-243-7568.

❖ **Village of Watkins Glen Court**

- Village of Watkins Glen Court is held on Thursdays from 12:30 pm-3:00 pm.
- You are able to pay Village of Watkins Glen court fines with the Court Clerk during that time in the form of credit card, money order, cash, or check. To pay court fines outside of those hours you must provide the court fine paper work to the Village Municipal Office during business hours. The Municipal Office is able to accept payments in full in the form of certified check or money order. If there is no paperwork provided, payment cannot be accepted.

❖ **Village of Watkins Glen Parks**

- The Village of Watkins Glen is host to Lafayette Park, Clute Park and Campground, and Lakeside Park and Pavilion. Our parks have many events throughout the year including a Farmers Market, Concerts, Italian Festival, and much more. Please call 607-535-4438 to inquire further about reserving space at any location.

❖ **Snow and Ice Removal**

- All Village residents and business owners are responsible for snow and ice removal on the sidewalks directly in front of their property per Local Law of 1990 number 2.

❖ **Brush and Leaf Removal**

- The Village of Watkins Glen Offers complimentary brush bags located in the municipal office along with complimentary pick when placed on your curb Mondays and Fridays. Please do not place rocks or dirt in the bags. Bags over 30 pounds will not be picked up.

❖ **Trash pickup options**

- Arrowhead Disposal: 607-535-5496
- Cardinal Disposal: 607-243-7568
- Casella: 607-796-2000

❖ **Chamber of Commerce**

- The Chamber of Commerce is located at 214 North Franklin Street. They provide event and local attraction information. Please call 607-535-4300 to contact them directly.

❖ **Code Enforcement and Building Permits**

- The Village of Watkins Glen requires a permit to do any construction. There is a Building Permit Application which must be filled out and provided to Code Enforcement for assessment and approval. This form can be found on our website or at the Village Municipal Office. If you are not sure if you need a permit, please call 535-6871.

**The Village Staff hopes this information is useful to you. If there is any other information you may be interested in finding out please do not hesitate to call the Municipal Office during business hours or e-mail [info@watkinsglen.us](mailto:info@watkinsglen.us).**