City of

Brooklyn

Good Neighbor Guide

Community Profile

Location
County: Cuyahoga
Nearest Major City: Cleveland
Major Highways: I-480 and I-71
Major Interchanges: I-480/Ridge and Tiedeman Roads

Population
City of Brooklyn: 11,169 (2010 Census)

City Structure
Organized: Mayor, City Council-at-Large, City Charter

General Information
Local Income Tax Rate: 2.5%
Sales and Use Tax Rate: 8%
Real Estate Tax Rate Residential: 52.19%

Utilities
Electric Supplier: The Illuminating Company/CPP
Gas Supplier: Dominion East Ohio Gas
Water Supplier: City of Cleveland
Sanitary Sewer Treatment: Regional Sewer District
Cable: Spectrum, WOW, and AT&T U-verse, Direct TV

Transportation Facilities
Truck Lines: All Major
Major Airports: Cleveland Hopkins International
Railroads: CSX and Norfolk Southern
Bus Service: RTA
Nearest Water Port: Cleveland Port Authority
Parcel Service: All Major

Dear Brooklyn Resident:

The following Good Neighbor Guide is a way to provide you important city contact information. We want you to feel at home here in the City of Brooklyn and believe that good neighbors make great neighborhoods.

Important Contact Information

Brooklyn City Hall	(216) 351-2133
Mayor's Office	(216) 635-4220
Police Non-Emergency	(216) 749-1234
Fire Non-Emergency	(216) 635-4288
Service Garage	(216) 635-4232
Service Department	(216) 635-4219
Building Department	(216) 635-4203
Economic Development	(216) 635-4289
Finance Department	(216) 635-4210
Recreation Center	(216) 351-5334
Senior Center	(216) 635-4222
Law Department	(216) 635-4223
Mayor's Court	(216) 635-4255
Animal Control	(216) 635-4291
City Council Office	(216) 635-4216
Chamber of Commerce	(216) 635-4297

Website: www.brooklynohio.gov

Facebook: facebook.com/BrooklynOH

City Hall Offices are located at 7619 Memphis Avenue
Hours are 8:00 am - 4:30 pm, excluding holidays
Handicapped parking is available

***Sign up for the City Newsletter, Emergency Alert System, and other email notifications on our website's main page.

SERVICE GARAGE

Rubbish

- Please **DO NOT** put rubbish on your tree lawn **prior to 5:00p.m.** the day before your collection day.
- Your rubbish and recycle containers must be placed on the tree lawn by 7:00 a.m. on collection day.
- Place your container no more than 3 feet from the curb.
- After collection day, your containers must be brought in by 9 a.m. the following morning.
- All rubbish and recycle containers should be stored in the rear of your yard out of view from the public street.
- All rubbish must fit in city container and any excess trash should be called in for a special Friday pick-up.
- Please avoid parking on your street during collection day to ensure your neighbor's containers are picked up.

The Service Department enforces violations of Ordinance 951.98, including

-the early set out of waste
-failing to remove a container after collection
-automated waste and recycling violations
-special collection violations
-placement of recycle materials

A warning will be issued first and if repeated a ticket will be issued. The penalties established are $25 for the first offense, $50 for the second offense and $100 for the third offense and beyond.

Special Pick-Up - is every Friday. Please call 216- 635-4232 or email servicedispatch@brooklynohio.gov **by Thursday afternoon** to have the Service Garage pick-up special items, including appliances, furniture or excess rubbish that does not fit in your automatic trash container. These items must be placed on your lawn after 5:00 p.m. each Thursday, but before 7:00 a.m. on Friday collection day. All compost is not a special pick-up item and must wait for your regular collection day. The week of a holiday, there will be no special pickup.

Drop Off Materials - The following materials must be dropped off at the Service Garage: oil, gasoline, anti-freeze, car batteries, car tires, rocks, paint cans, broken concrete or construction material. The Service Garage, located at 9400 Memphis Avenue, drop off times are Monday – Friday excluding holidays from 7:00a.m. - 3:00p.m. The city holds periodic weekend drop-off times. Please contact city hall for more info.

Holiday Collections

Signs are posted in your neighborhood during the holidays.

- Rubbish pick-up will be delayed one day for the following observed holidays: New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; and Christmas.
- Please check the city website or call the Service Department during the Thanksgiving holiday for your collection day.
- Rubbish pick-up will not be affected on Election Day.

Drain and Sewer Problems - The City of Brooklyn offers a program through the Cuyahoga County Sanitary Engineer's Office to snake sanitary lines free of charge to our residents. If you detect odors for many of the drains, or water/sewage back up in the basement in the area of the wash tubs please contact 216- 635-4232 during normal business hours. If you need assistance after business hours or weekends please contact 216-443-8201

Rubbish Collection Schedule

Monday

Dawncliff
Springcrest
Rabbit Run
Ivywood
Trail Run
Boxwood Circle
Westbrook
Apple Creek
Brookhill Circle
Pepper Ridge
Brookway Lane
Memphis
North Amber
Brookside
South Parkside
West Blvd.
Orchard Grove
Meadowbrook
Dellbank
Plainfield
Woodhaven
Southfield
Outlook Ave.
South Amber
Wefel
Taunton
Newberry
Rockland
Brooklyn Acres
Delora
Pelham
Hammond
Northcliff

Tuesday

Vandalia
Archmere
Ira
Brookwood
Traymore
Glencoe
Biddulph **(To Southwood)**
Elizabeth
Roadoan **(From Biddulph to Saybrook)**
Forest Edge **(From Biddulph to Saybrook)**
Bentwood **(From Biddulph to Saybrook)**
Saybrook
Heather
Springwood **(Off Biddulph)**
Autumn **(Off Biddulph)**
Brookhigh

Wednesday

Southwood
Autumn **(Off Idlewood)**
Springwood **(Off Idlewood)**
Melody
Idlewood
Kennedy
Summer
Richard
Brook Lane
Shady
Sunny
Micka
Deborah Lynn
Harmony
Biddulph **(From Autumn to Tiedeman)**
Glen Daniel
Century Circle
Winter
Sunset Oval
Memphis Villas S.
Fairway

Thursday

Outlook Dr.
Behrwald
Beech
Morton
Ansonia
Orchard
Torrance
Memphis Villas
Roadoan **(From Biddulph to Memphis)**
Bentwood **(From Biddulph to Behrwald)**
Forest Edge **(From Biddulph to Behrwald)**
Williamston
Northlane
Southlane
Eastlane
Tiedeman
Manoa
Clinton
Sunset Trail

Recycling

- Recycling is MANDATORY in the City of Brooklyn.
- Place your recycle container 3 to 5 feet away from the rubbish container and no more than 3 feet from the curb.
- Please rinse out all containers.
- **No Plastic bags - they contaminate the recycling stream.**
- The old yellow recycle bin may be dropped off at the Service Department if you no longer have use for it.

RECYCLABLE

- Aluminum and bi-metal cans.
- Glass bottles and jars of any color.
- Plastics with the recycle symbol marked #1 through #7. This does not include grocery bags.
- Paper and cardboard.
- Juice, milk, wine, soup and other food and beverage cartons.

For more details about recycling, visit the Cuyahoga County Solid Waste District at http://cuyahogarecycles.org/

NOT RECYCLABLE

- Household garbage.
- Household hazardous waste (Styrofoam (including packaging material), small appliances (call for a special pick-up), window glass, ceramic dishes or cups, yard waste, batteries, construction and demolition debris, clothes, and water hoses).
- Must bring to Service Garage - Paint, motor oil, cooking oil, gasoline, anti-freeze, pesticides and fluorescent light bulbs.

Composting (April to December)

- **Yard waste** - grass clippings, bushes, leaves and branches. Residents will be required to place their grass clippings in open containers or biodegradable bags. All yard waste should be placed on your tree lawn during your normal collection day. It should not be mixed with regular rubbish.
- Please **DO NOT** place pet waste in your compost.
- The weight limit on the cans of grass is 50 pounds. If it is raining on your collection day, please place a lid on your can to help keep the weight to a minimum.
- **Leaf Pick-Up** - Watch for signs in your area during the fall season. Remember to rake your leaves to the tree lawn. **DO NOT** rake leaves into the street – they can get trapped in the catch basins and clog the sewers.
- **No plastic bags** - Plastic bags will be left on the tree lawn.
- **Branches** must be cut into 4-foot lengths, bundled and limited to one foot in diameter.
- **Compost and Wood Chips** – compost and wood chips may be available for residents to pick up. Please call the Service Garage at 216-635-4232 to check availability.

POLICE DEPARTMENT

Animal Care and Control

- **Who do I call with an animal related complaint or concern?** If the call can wait for a response, the Animal Control Officer (ACO) has a voicemail that is checked daily Monday thru Friday. The number is 216- 635-4291 or you may email her at mbraude@brooklynohio.gov. If the situation needs immediate attention (i.e., animal hit by car, dog running loose, barking, etc.) then call the Police Department's non-emergency number at 216- 749-1234.
- **Does my dog need a license every year?** Yes, per Ohio and City law, a county dog license must be obtained by January 31st of each year. You can get them at the County Kennel, the County Administration office or on-line and at Drug Mart.
- **Does my cat or dog need a Rabies vaccination?** Yes, per Ohio and City law, a Rabies vaccine is required for all dogs and cats over the age of 3 months. The initial vaccine is good for 1 year and then every 3 years from then on.
- **Are cats allowed to roam free in the City?** No, cats are considered at large just like a dog would be when off of their property, unaccompanied by an owner and off-leash. The City's Animals Running at Large Ordinance applies to both cats and dogs equally.
- **Does the City handle nuisance wildlife?** No, the City does not respond to complaints by setting traps and euthanizing wildlife. However, the ACO will gladly discuss the situation and give guidance on corrections that can be made to try and direct the animal somewhere else.
- **What about sick or injured wildlife?** This is different - absolutely the ACO will respond to this. If the animal is one that the Lake Erie Nature and Science Center can attempt to rehabilitate then they are taken there. Otherwise, for others that they do not handle or are too far gone from disease or injury to be saved, the ACO will humanely euthanize them.
- **When should I call with welfare concerns for an animal?** Anytime something doesn't seem right. It is better to be wrong then do nothing. You'd be surprised how many people who had a complaint against them that turned out to be nothing are grateful that people are paying attention and care enough to call.

Disturbing the Peace

No person shall, between the hours of 11:00 p.m. and 7:00 a.m. create any noise or cause the creation of noise to the annoyance of persons in the City. (Ord 509.09)

Curfew

The City's curfew restricts persons under 12 years of age from being out unsupervised past dark and those minors between the ages of 12 and 18 years to be out unsupervised from 11 p.m. - 6:00 a.m.

Littering

The dumping of any garbage or litter on any public street, park or other public area, or on any private property without the owner's consent is not allowed.

Winter Parking Ban (November to April)

A No Parking Ban is in effect on our public streets from November 1st thru April 1st from 2:00 a.m. thru 7:00 a.m.

Snow Parking Ban is no parking at any time when snow exceeds two inches.

Prescription Drug Drop Box

The Drop Box is located in the Police Department lobby. You may drop off old prescriptions 24/7. Do NOT put needles or liquids in the box.

Voluntary Autism Registry

The Autism Safety Roster is a project in partnership between the community the Parma Regional Dispatch Center and the Brooklyn Police Department. This online roster promotes communication and enables the police department to have quick and relevant access to important information about a person with Autism. This information may be crucial in instances where affected persons wander or are experiencing a crisis situation. To register online go to brooklynohio.gov and click on the Police Department tab.

EMERGENCY NOTIFICATION SYSTEM

Brooklyn has two Emergency Alert Sirens. Currently, these sirens are tested on the first Saturday of every month at approximately 12:00 noon for 3 minutes. These sirens are to warn Brooklyn residents of emergency situations. Examples of when this siren would activate include:

- Weather emergencies including tornados;
- Hazardous material incidents; or
- Terrorist attacks

The City of Brooklyn also has the ReadyNotify emergency alert system. To sign up for the Community Alert Notification System, please visit our website and click on the ReadyNotify tab or call 216-351-2133.

FINANCE DEPARTMENT

Regional Income Tax Agency

The Regional Income Tax Agency (R.I.T.A.) collects and administers the City of Brooklyn's municipal income taxes. The City of Brooklyn chose R.I.T.A. for its ability to offer residents and businesses free on-line filing and payments and to maximize the City's tax collection efforts.

All City of Brooklyn tax payments and forms, for current or prior tax years, are to be mailed to R.I.T.A. Tax filings and payments can also be easily completed online at www.ritaohio.com. We encourage you to utilize R.I.T.A.'s electronic filing and payment system as it is fast and simple to use, and it is secure.

If you have any questions regarding your City of Brooklyn income tax, please contact R.I.T.A.'s customer service representatives at (440) 526-0900 or (800) 860-7482 (toll free), from 8 a.m. – 5 p.m., Monday thru Friday.

FIRE DEPARTMENT

Home Safety Evaluation

The Fire Department conducts free home safety surveys for Brooklyn residents. This short survey will help identify any existing fire hazards in your home and check the operation of your smoke and/or carbon monoxide detectors. Firefighters will offer suggestions to help keep your home safe from the threat of fire or other hazards. For more information or to sign up, please call 216- 635-4288.

Outdoor Burning

Open burning is prohibited by local and state law. It is not the intention of the Fire Department to ban the use of an outdoor fireplace, "Chimenea" or any other device that contains a fire for a recreational or cooking purpose. The following are appropriate fire and life safety guidelines for outdoor fires:

- The device must be located at a minimum distance of fifteen (15) feet from any structure.
- Must be attended by an adult at all times while in use.
- Fuel, such as seasoned wood, must be used so that it minimizes the generation and/or emission of contaminants.
- The device used will only be permitted when atmospheric conditions will allow the dissipation of smoke contaminants. The smoke must not be deemed objectionable to neighbors.
- No materials will be burned that may contain rubber, grease, asphalt, plastics and/or petroleum products. Artificial "wax" fireplace logs are permitted.

Community Emergency Response Team (CERT)

The Brooklyn CERT is made up of residents of Brooklyn, who are trained under the Department of Homeland Security, Federal Emergency Management Association's (FEMA) curriculum standards. These volunteers assist the Public Safety Forces in the handling of major incidents and special events. Their dedication and compassion is an asset to the community. Anyone that may be interested in becoming a member of this group, contact the Fire Chief at 635-4226 or kpaul@brooklynohio.gov.

Blood Pressure Readings

The firefighters offer free blood pressure screenings at the Senior Center on the second and fourth Thursday of the month. Residents can also stop by the Fire Station Monday thru Saturday any time between 8 a.m. to 4 p.m. to have their blood pressure taken.

Smoke Detectors

The Fire Department has a small amount of donated smoke detectors to give to our residents. The resident must be the homeowner and show their driver's license. Interested parties should stop by the Fire Station at 8400 Memphis Avenue. Please call 216-635-4288 if you need installation assistance.

Car Seat Installation

The Fire Department does free car seat installations for residents Mondays thru Saturdays from 9:00a.m.-3:00p.m. Call 216-635-4288.

SENIOR COMMUNITY CENTER

The Senior Community Center is open to residents ages 55 and older. There is no membership fee, but there are charges for various activities.

Senior Chit Chat Newsletter

Sign up for the newsletter at the Senior Center and one will be mailed to your home. This will keep you updated on all the senior activities planned for each month.

Are You O.K. Program

The "Are You O.K." program telephone reassurance system is handled through our Police Department. Every day at a designated time, the computer will call you on the phone. A voice will ask "Are You O.K.?" You simply say yes and hang up. If you do not answer, the computer will call back a little while later. If you do not answer the second time the police dispatcher will be notified and an officer will be sent to check your home. If the officer is unable to contact you, we will use the information provided on your application to contact your friend/relative for a key to enter your home to see if you are in distress. If you would like an application or more information contact the Senior Center at 216- 635-4222.

Transportation

The Brooklyn Senior Center provides door-to-door transportation service to shopping and medical appointments for Brooklyn residents who are 55 years of age or older and are unable to drive. Transportation is also available for the handicapped and disabled.

Transportation is provided Monday thru Friday from 8:30 a.m. - 3:00 p.m. Please call the Brooklyn Senior Center at 216- 635- 4222 Monday thru Friday from 8:00 a.m. - 4:30 p.m. for more information and to make a reservation. The cost to ride is $1 each way.

Meals on Wheels

The Senior Center offers homebound meals for homebound seniors or seniors getting released from the hospital. Please call 216-635-4222 for info.

Shred-It Program

The Senior Community Center is providing a shred-it service to our seniors who do not have their own shredder. You may bring in your documents and we will put it in a locked box. North Coast Shredding Services removes secure "Blue Bags" containing confidential documents from the locked console. Behind a locked security screen, North Coast Shredding Services empties the contents of the "Blue Bag" into a special hopper. Highly efficient cross shred knives security shred all confidential documents into fine confetti, on-site in their mobile shredding trucks.

Snow Removal

Snow removal sign-ups begin in September each year.

New Applicants sign-ups are from mid September - September 30th.
Eligibility requirements are:

- You must be the owner of the single family home;
- Property tax will be verified;
- You must be living in the residence year round;
- Everyone living in the home must be 65 years of age (driver's license or state ID must be provided);
- Income guidelines for new applicants are as follows:
    - 1 person - $36,300
    - 2 persons - $41,500
    - 3 persons - $46,650

Snow Days

If the Brooklyn City Schools are closed due to inclement weather, the Senior Center building will be closed and all activities will be canceled.

Room Rentals

The Senior Community Center and Community Room at the Fire Station are available for rental use. Register online at brooklynohio.gov or call 216-635-4222 for information.

RECREATION CENTER

The John M. Coyne Recreation Center features an ice skating/hockey rink, an 8 lane 25 meter indoor pool, a 6 lane 59ft outdoor pool, a whirlpool, and an outdoor wading pool. All the pools are heated. We also house a steam room, sauna, cardiovascular room and weight room. For more information on hours of operation or programs held at the Recreation Center please call 216-351-5334.

Natatorium Hours

September 1 - May 31

Monday through Friday	Saturday and Sunday
7:30 am - 8 p.m.	12 a.m. - 4 p.m.

June 1 - August 31 (Summer Hours)

Monday through Friday	Saturday and Sunday
6:30 am - 8 p.m.	8 a.m. - 6 p.m.

* Ice Rink Hours , Times vary daily, Please call 216- 351-5334

Activity Brochures

Activity Brochures are mailed out twice a year. You can register for programs by calling 216-351-5334 or online at brooklynohio.gov and click on the Recreation Center tab.

Parks & Trails

Brooklyn has a comprehensive park system made up of a variety of park types. These park types range from large community parks to smaller neighborhood parks to very small mini parks. In addition, thanks to the Cleveland Metroparks, residents have access to the regional park system.

Veterans Memorial Park

Veterans Memorial Park is a community park behind City Hall that offers a variety of recreational opportunities. Upper Veterans Memorial Park, adjacent to City Hall, includes playground equipment, a small pavilion, the Grande Pavilion (available for rental), restroom facilities and a park building. The Upper Park area also includes a baseball diamond for adult and youth programs. The "Backyard Fun" area has tennis courts, in-line skating, putting green and basketball. Lower Veterans Memorial Park has South Creek Pavilion and Old Stone Pavilion (both available for rental), with a swing area, baseball diamond and restroom facilities.

There is an eight-foot wide multi-purpose trail that provides neighborhood access to the park and allows visitors and residents to enjoy both the Upper and Lower Veterans Memorial Park.

Cpl. Knight Commons

At the southwest corner of the intersection of Biddulph and Ridge Roads, Cpl. Knight Commons features a gazebo, a footbridge, walking trail and benches. **Can I reserve the Gazebo on the corner of Biddulph and Ridge?** No, it is a Public walk-in park. The gazebo may be used on a short-term first come basis. There is no setting up of chairs, tables, or decorations.

James P. Brock Memorial Playground

Located at the southeast corner of Ridge Road and Vandalia Avenue, Brock Memorial Playground is designed for use by children age 14 years and younger. The park includes playground equipment and a handicap-accessible paved area. Only on-street parking is available for this small mini park.

Marquardt Park

This neighborhood park is located south of Biddulph Road between Autumn Lane and Bentwood Drive. The park has a baseball diamond, soccer field, large open field, playground equipment, restrooms and pavilion. There is also a walking trail in the wooded area. One feature to note about Marquardt Park is that it is a dog-friendly park! Please clean-up after your dog. Thank you.

Park Permits

A permit for the use of any pavilion may be obtained for exclusive use. The following time sessions are available for rental at any of our three pavilions:

Grande Pavilion

Monday through Friday	**Saturday and Sunday**
1:00 p.m. - 4:30 p.m.	9:00 a.m. - 12:30 p.m.*
5:00 p.m. - 8:30 p.m.	1:00 p.m. - 4:30 p.m.
	5:00 p.m. - 8:30 p.m.

*The Grande Pavilion is not available for rental during this time Monday thru Friday.

Old Stone and South Creek Pavilions

Monday through Sunday

9:00 a.m. to 12:30 p.m.
1:00 p.m. to 4:30 p.m.
5:00 p.m. to 8:30 p.m.

Permit requests are taken beginning of January for resident groups and February for non-resident groups. Reservations may be made by calling 216- 635-4283 Monday through Friday 1:30 p.m. to 4:00p.m. Rules are subject to change.

Basketball Courts

Facility Hours/Rules

Court Hours are from 9:00 a.m. to 8:00 p.m. June 1st through August 31st.
General Public Hours: 9:00 a.m. to 4:00 p.m., *Area Closed:* 4:00 p.m. to 4:30 p.m.
Brooklyn Residents with ID card: 4:00 p.m. to 8:30 p.m.*

**A Brooklyn Recreation Identification card must be shown to play.*

*Residents may bring one guest during the resident only hours. The guest must first obtain a Non-Resident Identification Card or Grandparent Pass at the Brooklyn Recreation Center during ID hours.

- Area is off limits when gates are locked.
- All spectators are to remain outside of fence.
- All players are subject to the rules, policies, permits, instruction uses, etc., as determined by the Brooklyn Recreation Department.
- Tennis Shoes and appropriate attire must be worn at all times.
- Proper conduct, sportsmanship and courtesy are expected.
- The following are not permitted and will not be tolerated: food & beverage, foul language, music, alcohol, loitering, pets, smoking, bikes, and skateboards.
- Restroom facilities are provided.
- Trash should be disposed of in proper containers.
- Failure to obey the rules will result in suspension of play and in removal from the courts.
- The City of Brooklyn is not responsible for injury to persons or loss of property as a result of the use of this facility.

Wristbands

From 1:00 pm the basketball courts are residents only with one guest. All resident participants must have a $5 Recreation Center I.D. card and have to check in at the recreation center to receive a wristband for the day. All guests of residents must pay $2.00 to participate. They will then receive a wristband for the day and must show the park attendant to enter the courts. Before 1:00 pm non residents can use the courts.

BUILDING DEPARTMENT

Garage Sales

A permit is needed to have a garage sale in the City. Sales are limited to 3 times per year between the hours of 9 a.m. and 6 p.m. and cannot last for more than three days. Signs shall not be displayed more than two consecutive days in advance of the sale and all signs must be removed on the last day of the sale.

Property Maintenance

The Building Department is here to assist residents with any questions or concerns that they have with property maintenance. We are here to make sure that Brooklyn remains a clean and safe community to live in. The city has inspectors who will look into any concerns that are reported or that may be in plain view. Inspections are made to keep in compliance with the City's Property Maintenance Code for occupancy.

Understanding that certain situations and hardships do occur, we will work with homeowners to become compliant. Please contact us at 216- 635-4203 or 216-635-4201 to report any violations or concerns.

Rental Dwelling License

No person shall offer for rent or lease a dwelling without a rental dwelling license obtained from the City of Brooklyn. Applications are online at brooklynohio.gov click on the Building Department tab.

Rental Inspections

The Building Commissioner is authorized to make inspections to determine the condition of dwellings located within the City. Specifically, it is the Building Commissioner's duty to ensure the property is safeguarded for the health and safety of the occupants of dwelling units and for the general public. He will also determine whether the rental conforms to the provisions of the property maintenance Code.

The Building Commissioner is authorized to revoke the rental dwelling license of any property to which the Building Commissioner is denied access to make an inspection.

Building Permit Requirements

Purpose - The issuance of a permit notifies the local municipality that work is being performed and prompts an inspection to assure that minimum standards to safeguard life, limb, health, property and public welfare are maintained and followed.

Requirements - Building permits shall be obtained before proceeding with any excavation, grading, construction, remodeling, alteration, repair, moving or demolition of any dwelling or appurtenant structure. Separate permits shall also be obtained for electrical work, plumbing work, heating, air conditioning and all other equipment that are essential features in the use of the dwelling (or other structure).

Inspections - The person to whom a permit has been issued shall be responsible for requesting periodic inspections of work completed at each of the following stages of construction, before covering or concealing work; installation of footing drains, building drains and building sewers; completion of foundation and waterproofing, during framing of the superstructure; the completion of roughing in the plumbing, electrical wiring, gas piping, heating ducts or piping or other similar service installations; before closing in all structural elements; and upon final
completion of the structure.

Permit Responsibility - It shall be the responsibility of the person to whom a permit has been issued to comply with all applicable housing codes and to install such work in a quality and workmanlike manner.

Where to Obtain Permit - Permits are obtained at the Building Department office at Brooklyn City Hall, 7619 Memphis Avenue. Applications are accepted Monday through Friday from 8:00 a.m. to 4:15 p.m. (excluding holidays) Applications for permits can be found at www.brooklynohio.gov. Contractors must register. A list of registered contractors can be found at brooklynohio.gov.

WHY GET PERMITS & INSPECTIONS

- **Helps protect property value.** Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced.
- **Saves money.** Property insurers may not cover work or damages caused by work done without permits and inspections.
- **Makes selling property easier.** When property is sold through a multiple listing association, the owner is required to disclose any improvements or repairs made and if permits and inspections were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.
- **Improve safety.** Your permit allows the code official to reduce potential hazards of unsafe constructions to provide for public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, and your friends or future owners. Mandatory inspections complement the contractor's experience and act as a system of checks and balances resulting in a safer project.
- **It's the law.** Work requiring permits are made such by City Ordinance. Work without a permit may be subject to removal or other costly remedies.

Planning & Zoning

The City of Brooklyn Planning Commission approves plans required for conditional uses, commercial new construction, commercial additions, major commercial site alterations, new signage, and lot split and consolidations. The Planning Commission normally meets in the Conference Room at Brooklyn City Hall, 7619 Memphis Avenue, on the first Thursday of the month at 6:00 p.m. Applications must be submitted two weeks in advance of the meeting date.

The Board of Zoning Appeals meets in the Conference Room at Brooklyn City Hall, 7619 Memphis Avenue on the third Thursday of the month at 6:00 p.m. to hear requests for variances, appeals, and other duties as authorized by the Zoning Code. Applications must be submitted two weeks in advance of the meeting date.

These meetings are open to the public and the dates and times may be subject to change due to legal holidays and/or scheduling conflicts.

Common Resident Complaints

Nuisance - Anything that may or shall endanger the health, life, limb or property of, or cause any hurt, harm, inconvenience, discomfort, damage or injury to, any person in the City. These include:

- Affects the general health of the community;
- It is a fire hazard;
- Unsafe for occupancy or use on, in, upon, about or around the aforesaid premises;
- Long continued vacancy or lack of reasonable or adequate maintenance of the structure;
- Noxious odors;
- Filthy accumulations;
- Polluting and diverting watercourses.

The Police Chief or Building Commissioner will assess all nuisances.

Excess Growth of Grass or Weeds - Noxious weeds, grass, common weeds or other forms of vegetation may not be excessive and unsightly (6 inches or more is the standing rule). The owner or resident has 48 hours to comply with the notice, and failure to comply will result in a charge of $150 per hour for work performed, or the cost of such work, whichever is larger.

Junk Vehicles - Any vehicle 3 years or older that is extensively damaged, including the following: missing wheels, tires, motor or transmission; OR apparently inoperable, and having a fair market value of $1,500 or less that is

left uncovered in the open for more than 72 hours. Collector's vehicles are acceptable but may be required to be concealed.

Undesirable Accumulation - Any outside accumulation of building materials; newspapers, cardboard debris, or junk; dismantled or inoperable bicycles, motorcycles, vehicular parts, or similar objects; glass in the form of panes, sections or windshields; broken or unbroken doors, windows or similar objects. A notice issued requires the resident to remedy the public nuisance within 72 hours.

Parking in Alleys or Narrow Roadways - No person shall stop, stand or park any vehicle upon a street, other than an alley, in such a manner or under such conditions as to leave available less than ten feet of the width of the roadway for free movement of vehicular traffic, except that a driver may stop temporarily during the actual loading or unloading of passengers or when directed to by a police officer or traffic control signal.

Selling, Washing or Repairing Vehicle Upon Roadway - No person shall stop, stand or park a vehicle upon any roadway for the principal purpose of (a) Displaying such a vehicle for sale; (b) Washing, greasing or repairing such a vehicle except repairs necessitated by an emergency. (Ord.351.06)

SCHOOLS

Public Schools

The **Brooklyn City School District** (BCSD) is one of 31 public school districts in Cuyahoga County. While more than half of all local public school districts encompass more than one municipality, Brooklyn's public school district serves only residents of Brooklyn.

Phone: 216-485-8162
Website: www.brooklyn.k12.oh.us

Private Schools

There are two private schools in the City of Brooklyn:

- **Heritage Christian School** is located at 4403 Tiedeman Road and is a ministry of the Cleveland Baptist Church. This school teaches students K-12.

  Phone: 216-476-7976
  Website: www.hcspatriots.org

- **St. Thomas More Elementary School** is located at 4180 North Amber Drive and is part of the Cleveland Catholic Diocese. St. Thomas More teaches students in grades Preschool-8.

  Phone: 216-749-1660
  Website: www.stmschool.com

COMMON QUESTIONS

Council Meetings

- Held at 7:00p.m. the 2nd and 4th Monday each month except July and August when Council is on recess. If the Council meeting falls on a holiday, it will be rescheduled for the following day.
- Television - All council meetings are taped and can be seen on certain cable providers, Spectrum, WOW and AT&T.
- Internet – all meetings are available on the City's website under the Council tab.

Other

- **What is NOPEC?** Northeast Ohio Public Energy Council. The City of Brooklyn is a member of this conglomerate. You may reach NOPEC at (888) 848-7914.
- **Does the Mayor preside over Mayor's Court?** No, we have a magistrate.
- **Who is my councilperson?** All of them are "at-large". You may contact anyone of them.
- **What is the number of the Brooklyn Post Office?** 216- 398-9792.
- **What is the phone number of the Public Library?** 216- 398-4600.
- **How do I know if I am registered to vote?** Please contact the Board of Elections at 216-443-3200.
- **What are the hours of operation at City Hall?** Monday through Friday from 8 a.m. to 4:30 p.m., excluding holidays.

City of Brooklyn

7619 Memphis Avenue
Brooklyn, Ohio 44144

Mayor Katherine A. Gallagher

Rev. 2-18 / 1678

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