



# 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: 2.67%

## 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](http://www.brooklynohio.gov)



**Facebook:** [facebook.com/BrooklynOH](https://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](mailto: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	Wednesday
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	Southwood Autumn ( <b>Off Idlewood</b> ) Springwood ( <b>Off Idlewood</b> ) Melody Idlewood Kennedy Summer Richard Brook Lane Shady Sunny Micka Deborah Lynn Harmony Biddulph ( <b>From Autumn to Tiedeman</b> ) Glen Daniel Century Circle Winter Sunset Oval Memphis Villas S. Fairway
<b>Tuesday</b> Vandalia Archmere Ira Brookwood Traymore Glencoe Biddulph ( <b>To Southwood</b> ) Elizabeth Roadoan ( <b>From Biddulph to Saybrook</b> ) Forest Edge ( <b>From Biddulph to Saybrook</b> ) Bentwood ( <b>From Biddulph to Saybrook</b> ) Saybrook Heather Springwood ( <b>Off Biddulph</b> ) Autumn ( <b>Off Biddulph</b> ) Brookhigh	<b>Thursday</b> Outlook Dr. Behrwald Beech Morton Ansonia Orchard Torrance Memphis Villas Roadoan ( <b>From Biddulph to Memphis</b> ) Bentwood ( <b>From Biddulph to Behrwald</b> ) Forest Edge ( <b>From Biddulph to Behrwald</b> ) 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.
- PLASTIC BOTTLES AND JUGS-empty rinse and replace cap. Disregard the numbers on plastic. Recycle bottles and jugs only. Other plastics are not recyclable at this time..
- 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

- **Animal Control Officer Contact:** ACO Miranda Braude, 216.635.4291 (voicemail) mbraude@brooklynohio.gov
- **I found a deceased animal. What should I do?** Animal Control does not remove any deceased animals. Please contact Brooklyn Service Garage for removal at 216.635.4232. If the animal is on your property, you must bag and set it on the tree lawn for pick up. If the animal is a dog or a cat, you are encouraged to leave a description of animal with Animal Control to document in case it is a missing pet.
- **Who do I call with an animal related complaint or concern?** If the situation needs immediate attention, such as an animal in distress, then call the Police Department's non-emergency number at 216.749.1234. Anytime something doesn't seem right, it is better to be wrong than do nothing. If you would place a complaint on an animal, please contact the ACO and leave the nature of the complaint, the exact number address of where the animal lives, and your contact information.
- **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, 505.11, applies to both cats and dogs equally.
- **What can we do about stray and feral cats?** The city does offer feral cat trap rentals. All feral cats that are trapped are humanely euthanized. The City does not offer any TNR services. Please contact the ACO to add your name to the trap rental list.
- **Does the City handle nuisance wildlife? Can I as a resident set a wildlife trap?** We have an ordinance prohibiting the trapping of wildlife by residents. Why is this? In compliance with the Ohio Division Of Wildlife (ODNR), any trapped raccoon, skunk or opossum must either be euthanized or released on site. Those are the ONLY two legal options for these animals— there is no relocating! Residents cannot humanely euthanize animals, and Animal Control does not offer this service. The reason for this is euthanizing the animal will not fix the issue; unless the attractant is removed, more wildlife will come! In almost all cases, nuisance wildlife issues will solve themselves with correct guidance. Please leave animal control a voicemail at 216.635.4291 for more information.

- **What about sick or injured wildlife?** 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, the ACO will humanely euthanize them.
- **I have lost or found a pet, what should I do?** If you have lost or found a pet, please contact the ACO and leave a description of the animal, where the animal was found or missing from, and your contact information. If the animal is sick or injured, please call the Police Department's non-emergency number at 216.749.1234

## 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](http://brooklynohio.gov) and click on the Police Department tab.

# EMERGENCY NOTIFICATION SYSTEM

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](http://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](mailto: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. Operating hours Monday thru Friday from 8:00am - 4:30pm.

## **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. Reservations must be made at least 24 hours in advance.

## Homebound Meals Program

The Senior Center participates in a county wide program that offers meals for qualified homebound seniors. There is a waiting list and government qualifications to start. Please call Kathy Messeri at 216 635-4222 to inquire..

## 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 30<sup>th</sup>.

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

In the event of inclement weather and the Brooklyn City Schools are closed all the Senior Center daily activities and our transportation services 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](http://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. Youth and Adult sports and fitness program registration visit our website

## Natatorium Hours

### September 1 - May 31

Monday through Friday

7:30 am - 8 p.m.

Saturday

8 a.m. - 6 p.m.

Sunday

12 a.m. - 4 p.m.

### June 1 - August 31 (Summer Hours)

Monday through Friday

6:30 am - 8 p.m.

Saturday and Sunday

8 a.m. - 6 p.m.

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

## Activity Brochures

Activity Brochures are mailed out three times annually. You can register for programs by calling 216-351-5334 or online at [brooklynohio.gov](http://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

1:00 p.m. - 4:30 p.m.  
5:00 p.m. - 8:30 p.m.

#### Saturday and Sunday

9:00 a.m. - 12:30 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

Check website or call Recreation Center for hours. Hours vary by season.

## **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.

- 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.

# **BUILDING DEPARTMENT**

## **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 the city, 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. 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 the City of Brooklyn Ordinance. Work completed without a permit may be subject to removal or other costly remedies.

## Building Permit Requirements

**Purpose** - The issuance of a permit notifies the local municipality of work that is being performed. It also 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 (garage, shed, etc.). 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). When plans are required, please allow time for review and approval before the permit may be issued.

**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 the 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. Permits are to be posted in front window or door.

**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](http://www.brooklynohio.gov).

All contractors must register. A list of registered contractors can be found at [brooklynohio.gov](http://brooklynohio.gov).

## 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 Wednesday 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.

## Property Maintenance Program

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. Exterior inspections are completed from the sidewalk on every residential property approximately every three years. We also look into concerns that are reported or that may be in plain view. Inspections are made to keep in compliance with the Property Maintenance Code.

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

## Rental Dwelling License

No person shall let, rent or lease a dwelling without a rental dwelling license obtained from the City of Brooklyn. Applications are on the Building Department webpage at [brooklynohio.gov](http://brooklynohio.gov)

## Rental Inspections

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. The Commissioner will also determine whether the rental conforms to the provisions of the Property Maintenance Code.



## Garage Sales

A permit is needed to have a garage sale in the City. Sales are limited to three 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 see application for more information. Electronic applications can be submitted on the Building Department webpage at [brooklynohio.gov](http://brooklynohio.gov) or stop by city hall.

There is an Annual City Wide garage sale held in June. Check for information on the City webpage at [brooklynohio.gov](http://brooklynohio.gov) contact 216-635-4203.

## 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. Examples are:

- Fire hazards;
- Unsafe buildings or property areas
- 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.

# 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](http://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](http://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](http://www.stmschool.com)

# COMMON QUESTIONS

## Council Meetings

- Held at 7:00p.m. the 2<sup>nd</sup> and 4<sup>th</sup> 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

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Mayor Katherine A. Gallagher

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