

Procedure for Zoning Code Investigation

City employees are continually looking for zoning code violations. However, the City primarily relies on complaint based notification to initiate inspection and enforcement of the zoning code. The citizens of Cortland serve as zoning inspectors and can notify the City of suspected zoning violations. Specifically; 1141.02 Complaints Regarding Violations.

Whenever a violation of this Zoning Ordinance occurs or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis of the alleged violation shall be filed with the Zoning Administrator. He shall record properly the complaint, immediately investigate, and take action as provided by this Zoning Ordinance. (Ord. 0-35-96. Passed 8-5-96)

What type of activity does the Zoning Code regulate?

In general, the zoning code regulates the location of structures on property, the maintenance of the yard area, parking of cars and length of grass. Specific activities that are regulated can be found in the text of the zoning code.

How to get a copy of the Zoning Code?

1. Request a copy at City Hall – 400 N High Street
2. Visit the City's website www.cityofcortland.org
 - Select Codified Ordinances under “Government”
 - Select “Start Here” and then click on “Cortland Folder”
 - Zoning Ordinances are found in Parts Eleven and Thirteen

How can I file a written complaint?

1. Email to planningandzoning@cityofcortland.org
2. Drop off or mail written complaint to City Hall, 400 N. High Street
3. Fax to 330 637-4778

What to include in the written complaint:

1. Location address and property owner's name(if known)
2. Suspected violation – specifically state what portion of the property/structure is violating a city ordinance. Provide enough information so that an investigation into the violation can resolve your concern.
3. Provide your name, address, and contact numbers so additional information can be obtained and status updates can be provided. Complaints can be made anonymously but may hinder enforcement of the violation.