



City of  
**Middleburg Heights**  
Department of public service

Matthew J. Castelli | Mayor      Edward Tomba | Police Chief

**TRAPPING PROCEDURES  
AND REGULATIONS**

15700 Bagley Road • Middleburg Heights, Ohio 44130 • (440) 243-1234 • Fax (440) 234-9093

**To be followed by residents receiving traps from the Animal Control Department of the City of Middleburg Heights**

1. A release form must be signed to ensure that the City is not held responsible for injuries or damages incurred during the duration of trap usage.
2. Traps can be picked up and emptied Monday through Friday during the hours of 7 a.m. to 1 p.m. There will be no trapping on the weekend (3 p.m. Friday to 7:30 p.m. Sunday).
3. If an animal other than the targeted nuisance animal is caught in the trap, it will be released onto your property.
4. Residents may purchase their own trap(s). The City will pick up and dispose of animals caught in these traps as they do those caught in City traps.
5. All traps should be covered for pick-up. An old towel, blanket or drop-cloth will do for this.

Thank you in advance,  
Middleburg Heights Animal Control

**Daytime hours:**            **Monday-Friday, 7:30 a.m. to 3:30 p.m.**  
**Non-emergency:**        **(440) 243-1234 (animal control)**  
**Emergency:**             **(440) 243-1234 (police department)**