

Welcome to Historic Charlestown!

As a new resident, it's essential to familiarize yourself with the following important information:

1. Waste Collection:

- Household trash and recyclables are collected every Wednesday starting at 6am by Trash Tech. Please place the provided bins at your curb on Tuesday night for proper collection. Contact Town Hall if your residence is missing bins at the time of move-in.
- In case your trash or recyclables are missed, notify Town Hall by Thursday at Noon so that Trash Tech can be informed.
- Note that some federal holidays may affect service, and notifications will be provided when this occurs.

2. Bulk Trash Items:

- The Public Works staff collect bulk trash items as needed. You can place these items at your curb for collection on any weekday, but please allow up to two (2) business days for collection. If your items have been out for longer than two (2) business days, then please contact Town Hall to make us aware. Each pickup is limited to four (4) large items. For complete guidelines, please visit our website at www.charlestownmd.org/bulk-trash-yard-waste.
- Special Pickup: Contact Town Hall two (2) business days in advance to schedule a large pickup. Each pickup is limited to three (3) truckloads, with a fee of \$150 per truckload. Payment is due upon scheduling.

3. Yard Waste Collection:

- Yard waste is collected on the 2nd and 4th Mondays of every month. No scheduling is required. Place yard waste at your curb in a pile, in paper yard bags, or in a marked container with a lid. Large branches should be no longer than 4 feet, or 3 inches in diameter, and anything in trash bags will not be collected.

4. Parking Permits:

- Free parking permits, required in certain Charlestown areas, can be obtained at Town Hall during business hours.

5. Address Information:

- Charlestown residents with a North East address (21901) should direct all inquiries to Town Hall in Charlestown.
- For residents with a Charlestown address (21914), renting a Post Office Box at the Charlestown Post Office is necessary for mail service; there's a \$10 deposit for the keys, but the rent is free. Make sure to always use your P.O. box as your shipping address – if P.O. boxes aren't accepted, use "suite" or "unit" instead. Using your physical address may cause your mail and packages to be returned to the sender.

6. Building/Zoning Permits:

- In accordance with Article 10, Section 4 of the Zoning Ordinance, a permit is required for the construction, movement, addition, structural alteration, or change of land use for any building or structure. Failure to obtain an approved permit prior to commencing construction is a violation of the ordinance.
- For detailed information, please visit www.charlestownmd.org/planning-zoning/planning-zoning-regulations/. Should you have any questions or wish to submit a permit, please contact Kenneth Hamilton, Code Enforcement Officer, at (410) 287-6173, ext. 6, or via email at khamilton@charlestownmd.org.

7. Utility Billing:

- Utility bills are distributed quarterly within the first 7-10 days of the months of January, April, July, and October, and are due 30 days from the billing date.
- Payments can be made at Town Hall during business hours (Monday to Friday, 8:30am to 4:30pm) or after-hours at our drop box via cash, check or money order. Additionally, online payments can be taken at EdmundsGovPay.com/Charlestown using debit or credit cards (2.95% fee automatically assessed) or via an e-check (no charge). For security purposes, to use the online payment portal, you will need your account number and pin, which can be found on your bill or provided by Town Hall.
- Should you have any questions about your bill or require a payment plan, please contact Mary Culver, Assistant Town Administrator, at (410) 287-6173, ext. 4, or via email at mculver@charlestownmd.org.

For further details about utility billing rates, parks, events, and the historic significance of Charlestown, please visit our New Residents page on our website at www.charlestownmd.org/new-residents. Stay connected by following us on Facebook at www.facebook.com/charlestownmaryland and consider downloading our app, *Historic Charlestown*, on your Android or iOS device to receive timely alerts and access Town information easily.



Town of Charlestown

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