

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:

- Public Works staff collect bulk trash items on the last Wednesday of every month without any charge. Refer to our website calendar for exact dates.
- Schedule a pickup by contacting Town Hall no later than 4:00pm the day prior. Kindly limit the collection to only four (4) large items per household and place the items at the curb no sooner than 24 hours prior to collection.
- Special Pickup: Contact Town Hall 48 hours in advance to schedule a pickup on a non-collection day. 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 "ste" 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 using debit or credit cards at <https://charlestownmd.org/paycenter> (\$2 convenience fee automatically assessed).

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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