

# Welcome to Historic Charlestown!

## Important Information for New Residents

1. **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. If your residence is missing bins at the time of move-in, please contact Town Hall so our Maintenance Staff can provide new ones. If your trash or recyclables are ever missed, please contact Town Hall by Thursday at Noon so Trash Tech can be notified. Please note that some federal holidays may affect service – we will notify when this occurs.
2. **Bulk trash items are collected by Town Maintenance Staff on the last Wednesday of every month for no charge.** Exact dates can be found on our calendar on our website. Contact Town Hall to schedule a pickup no later than 4:00pm the day prior. Collection is limited to four (4) large items per household. Please place your items at the curb no sooner than 24 hours prior to collection, and keep them separate from regular household trash and recyclables.
  - To schedule a pickup on a non-collection day, contact Town Hall 48 hours in advance. Limited to three (3) truckloads, and \$150 per truckload. Payment is due upon scheduling. Please note, this service is not available for evictions; landlords are responsible for taking items to the Cecil County Landfill.
3. **Yard Waste is collected on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month.** No need to schedule with Town Hall. 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. **Free parking permits can be picked up at Town Hall during business hours.** These are required in certain areas in Charlestown where signs are posted, such as at our parks.
5. **For Charlestown residents with a North East address (21901), please be aware that you need to call Town Hall in Charlestown for all inquiries.** Due to the size of the Charlestown Post Office, some residents have been given a North East mailing address to better accommodate mail delivery. However, all billing and such is done through Charlestown. All are welcome to utilize the Charlestown Post Office, located on the opposite side of the Town Hall building at 241 Market Street. Their phone number is 410-287-2560 and their window hours are M-F 1:00-5:00pm and Sat. 10:00-11:30am.
6. **For Charlestown residents with a Charlestown address (21914), you must rent a Post Office Box at the Charlestown Post Office, as there is no direct mail service.** Post Office boxes are free for residents with a 21914 zip code; 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," "apt," or "unit," instead. Using your physical address may cause your mail and packages to be returned to the sender.
7. **For information about permitting, utility billing rates, our parks, events, and what makes Charlestown historic,** please view our New Residents page on our website at [www.charlestownmd.org/new-residents](http://www.charlestownmd.org/new-residents). You can also follow us on Facebook at [facebook.com/charlestownmaryland](https://facebook.com/charlestownmaryland). **Be sure to also download our app, *Historic Charlestown*, on your Android or iOS device to easily access Town information and receive alerts as soon as they are available; please ensure that push notifications are enabled.**



*Town of Charlestown*

241 Market Street, P.O. Box 154

Charlestown, MD 21914

Phone (410) 287-6173 | Fax (410) 287-6620

[www.charlestownmd.org](http://www.charlestownmd.org) | [staff@charlestownmd.org](mailto:staff@charlestownmd.org)